



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior, Internal Audit
<b>Cluster / Business Unit / Division</b>	Office of CEO
<b>Section or Unit:</b>	Risk and Assurance
<b>Classification:</b>	Band 6
<b>Job Family:</b>	Monitoring & Audit
<b>Position Description Number:</b>	PD-2282
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The ANSTO Board has established the Internal Audit function as a key component of ANSTO's corporate governance framework.

The primary objective of the Senior, Internal Audit role is to work with the Head of Internal Audit to provide assurance and advisory services to the ANSTO Group in accordance with the Internal Audit Charter and in a manner that effectively supports the mandate of the ANSTO Risk and Audit Committee.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

This role sits within ANSTO's Risk & Assurance (R&A) function.

The R&A team fulfils a key governance and assurance role across the organisation in the areas of risk management, compliance and internal auditing.

The Internal Audit function is led by the Head of Internal Audit who reports to the Chief Risk and Assurance Officer.

Internal Audit's mandate is to provide independent and objective 'third line' assurance on the effectiveness and efficiency of ANSTO's governance, risk management, compliance, business ethics, fraud control and related internal control processes relevant to the achievement of ANSTO's corporate and business objectives.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Execute internal audit engagements in accordance with the Internal Audit Plan
- Prepare high quality 'value adding' Internal Audit reports that focus on improving business performance, the treatment of risk and the promotion of better practice
- Conduct follow up activities to evaluate sufficiency of evidence for closing management actions in line with Internal Audit methodology
- Maintain the GRC Cloud software system internal audit activities (audit plans, audit findings, audit actions, status reporting)
- Provide high quality independent analysis, objective assurance and professional advice relative to the effectiveness, efficiency, economic and ethical use of public resources for which ANSTO is responsible

- Develop professional relationships with client management to promote, explain and champion the Internal Audit function and its position within ANSTO’s Governance, Risk, Compliance and Assurance framework
- Work with the Head of Internal Audit to ensure internal audit activities are conducted in a manner consistent with the *International Professional Practices Framework*, the *ANSTO Internal Audit Quality Assurance and Improvement Program (QAIP)* and internal practice guidelines

### Decision Making

- The position works within a framework of legislation, most notably the ANSTO and PGPA Acts, the ANSTO Internal Audit Charter, professional practice standards and a range of ANSTO specific practice protocols and guidelines.
- The position is accountable for the accuracy, integrity and quality of the content of advice and recommendations provided to management and is required to ensure that opinions and findings are based on sound evidence.
- The role incumbent shall determine work priorities within the context of agreed work plans and will consult with the Head of Internal Audit on complex, sensitive, and major issues that may arise in the course of a review or audit.
- The levels of authority delegated to this position are those approved and issued by the Head of Internal Audit and the Board approved Internal Audit Charter.

### Key Challenges

The key challenges for this position are:

- To execute assigned internal audit engagements on time, to budget and in a manner that satisfies the International Standards for the Professional Practice of Internal Auditing.
- To develop constructive, practical and cost effective recommendations relative to identified risks and concerns
- Keep abreast of developments in the practice of internal auditing, ensuring continual improvement and implementation of best practise

### KEY RELATIONSHIPS

Who	Purpose
Client management and staff	<ul style="list-style-type: none"> <li>• Communicate and discuss internal audit engagement findings and opinions</li> <li>• Develop and agree constructive, practical and cost effective recommendations that address identified risks and concerns</li> <li>• Establish and maintain effective and collaborative relationships</li> </ul>
Manager Internal Audit, Head of Internal Audit, Chief Risk and Assurance Officer	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Contribute to group decision making processes and planning</li> <li>• Share ideas and learnings</li> <li>• Contribute to the development and maintenance of the risk based internal audit assurance universe and annual internal audit work plans</li> <li>• Prepare and provide high quality internal audit reports and supporting documentation</li> </ul>
Contracted Internal Audit Service Providers	<ul style="list-style-type: none"> <li>• Support information requirements</li> <li>• Co-ordinate security logistics</li> </ul>

## POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Head of Internal Audit
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	<ul style="list-style-type: none"> <li>Based at Lucas Heights, Sydney</li> </ul>
Travel:	<ul style="list-style-type: none"> <li>May be required to travel to other ANSTO sites (Sydney and Melbourne) from time to time</li> </ul>
Physical:	<ul style="list-style-type: none"> <li>Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)</li> <li>Required to undertake public speaking</li> </ul>
Radiation areas:	<ul style="list-style-type: none"> <li>May be required to perform duties in:               <ul style="list-style-type: none"> <li>an area where radioactive materials are handled under tightly controlled safety conditions</li> <li>an area where hazardous chemicals or materials are handled under tightly controlled safety conditions</li> </ul> </li> </ul>
Hours:	<ul style="list-style-type: none"> <li>Willingness to work extended and varied hours based on operational requirements</li> </ul>
Clearance requirements:	<ul style="list-style-type: none"> <li>Satisfy ANSTO Security and Medical clearance requirements</li> <li>Obtain and maintain appropriate federal government clearance</li> </ul>

**Workplace Health & Safety** - ANSTO is committed to delivering excellence in WHS performance based on ANSTO's core values. All employees are responsible for undertaking their activities in a safe manner and co-operating and complying with WHS requirements and to improve WHS in their workplace by taking a proactive approach to WHS, using appropriate controls, working safely to reduce risk to self and others, and reporting unsafe work practices, equipment, incidents and near misses

The specific roles, as specified in [AG-2362](#) of the ANSTO WHS Management System, which defines the accountabilities, responsibilities and actions allocated to this position are:

All Workers  
Managers / Leaders / Supervisors

## ORGANISATIONAL CHART

On file

## KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree qualification in relevant business related discipline
- Relevant professional qualifications Chartered Accountant, Certified Practising Accountant, Certified Internal Auditor, membership of an appropriate professional body (i.e. Institute of Internal Auditors)
- Experience conducting and reporting on internal audit assurance and advisory engagements that focus on business process improvement, compliance management, fraud control, mitigation of risk and promotion of better practice
- Sound understanding and experience in applying 'better practice' internal audit, risk management and internal control principles, methodologies and techniques including, data analytics and continuous auditing, control self-assessment, assurance mapping

5. Excellent interpersonal and communication skills with a demonstrated ability to collaborate and work effectively with client management and staff to deliver internal audit services
6. High level of competency in 'Excel', 'Word' and 'PowerPoint'
7. Understanding and experience in applying contemporary public sector corporate governance, risk and compliance management, fraud control and business ethics frameworks within the context of the Commonwealth Resource Management (PGPA Act) legislative framework desirable but not essential
8. Excellent problem solving, organisational, and negotiating skills
9. Track record of diplomacy, judgment, and tact
10. Ability to interpret and understand legal and regulatory requirements

**VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Anna Cvetkovska	Name:	Amanda Ware
Title:	Interim Head of Internal Audit	Title:	CRAO
Signature:		Signature:	
Date:		Date:	