

## ROLE DESCRIPTION

<b>Title</b>	<b>Audit Lead</b>
<b>Department</b>	<b>Quality</b>
<b>Reporting to</b>	<b>Quality and Practice Manager</b>
<b>Location</b>	<b>Flexible in Vic office</b>
<b>Direct reports (If applicable)</b>	<b>N/A</b>

### Overall Purpose/Aim:

To make a positive and lasting difference to children and young people through the provision of quality service delivery as part of the Key Assets Australia team.

As the Audit Lead you will undertake all auditing of operations in Victoria, for audit and licencing purposes. This position plays a critical role in providing centralised visibility and coordination of audit processes. The effectiveness in this role will enhance organisational values of quality service delivery by evaluating and reporting on the effectiveness of internal controls and governance processes.

As part of the audit team, you will be a major contributor in driving culture, leading by example by demonstrating strong alignment to our strategic vision and purpose. Adopting practices which embrace a culture of empowerment, trust, value, safety and respect, which is the heart of who we are.

### KEY RESULT AREAS AND RESPONSIBILITIES

- The Audit Lead undertakes auditing of all service user files, monitoring and coordinating audit responses, supporting stakeholders, and ensuring all relevant legislation, policies and procedures are considered.
- Under the guidance of the Internal Audit Manager and Quality and Practice Manager, to ensure that service provision is compliant with all relevant regulatory processes through timely research, advice and processes of internal audit and inspection.
- Coordinate Internal stakeholders and liaise external providers to perform internal audits including planning, scoping, fieldwork, reporting and follow up.
- To assist with the preparation of submissions to relevant government/regulatory bodies and others such as departmental service commissioner's e.g., pre-inspection returns, action plans, performance statistics, as required.
- Provide relevant and accurate data reports to assist with the planning and decision-making for business operations.

### HEALTH & SAFETY

- Support a culture which embraces safety and compliance
- Identify and report potential hazards, and work-related incidents, injuries or illness.

### WORKING IN A TEAM

- Demonstrate accuracy in work role and understand how role integrates with business functions.
- Prioritise competing demands to achieve assigned tasks within time frames for self and team
- Use effective communication principles to disseminate systems information

- Develop and maintain strong partnering relationships with internal and external providers.
- Maintain data confidentiality and integrity
- Demonstrate a solution driven approach and works well in high pressure situations
- Interact with our people and end users in a collaborative and cooperative manner

#### ADMINISTRATION

- Ensuring an accessible system and process to allow audit coordination as for required for users
- Provide data insights and accurate reports as per agreed timeframes for role, team, and stakeholders
- Planning and scoping documentation to support coordination activities

This role will involve virtual ways of working and occasional travel interstate, including overnight stays away from home.

#### Additional Duties

- The post holder will be expected to demonstrate the Key Assets' purpose and values
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

### Audit Lead

Note to Applicant: When completing your application, you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

**Key:** Assessed by Application Form: **A**  
 Assessed at Interview: **I**  
 Assessed by Test/ Exercise (if applicable) **T**  
 Assessed by Documentary Evidence **D**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<b><u>Education/ Qualifications</u></b>						
• Tertiary or certificate level qualification in social work or relevant human service field	Desirable		✓	✓		✓
• Certificate or Diploma in Auditing	Desirable		✓	✓		✓
<b><u>Experience/ Training</u></b>						
• <b>3+ years' experience in human services, an audit or compliance related role</b>	Essential	✓	✓	✓		
• Demonstrated understanding of setting up and implementing systems and processes in a national organisation	Desirable		✓	✓		
• <b>Auditor training, or willingness to obtain</b>	Essential		✓	✓		✓
• <b>To be able to evidence an understanding and practical application of the use of IT and electronic communications, including the use of Microsoft Office Suite</b>	Essential	✓	✓		✓	
• Experience of working across a range of services i.e. Out of Home Care, Child Protection, Disability and Families Services	Desirable		✓	✓		
• <b>A proven ability to produce a high standard of report writing and high level of skills in written and oral presentation of information (including data analysis using IT such as Excel or similar)</b>	Essential	✓	✓	✓		
<b><u>Knowledge</u></b>						
• <b>A working knowledge of relevant legislation pertaining to Out Of Home Care, Child Protection, NDIS and Family Services</b>	Desirable	✓		✓		
• <b>A sound understanding of the purpose and function of audit</b>	Essential		✓	✓		
• <b>Knowledge of, or the ability to rapidly acquire knowledge of licensing standards across Key Assets jurisdictions</b>	Essential		✓	✓		
• <b>Proven ability to engage and coach operational staff with technical guidance around the management of high-risk tasks</b>	Essential	✓	✓	✓		
<b><u>Personal Qualities</u></b>						
• Ability to communicate simply and effectively, both verbal and written, with a diverse group at all levels, recognising potential language barriers and cultural differences	Essential	✓	✓	✓		
• Keen eye for detail and ability to work with a number of different terms, conditions and processes simultaneously	Essential	✓	✓	✓		
• Ability to think quickly and act appropriately to business need	Essential		✓	✓		
• Ability to work respectfully in partnership with internal and external departments, agents/consultants and training providers	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<ul style="list-style-type: none"> <li>Demonstrate initiative and creativity and work to quality standards</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures</li> </ul>	Essential	✓		✓		
<ul style="list-style-type: none"> <li>Reliability, flexibility, and dependability</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to create a positive working environment where people can reach their potential</li> </ul>	Essential			✓		
<b>Miscellaneous</b>						
<ul style="list-style-type: none"> <li>A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to providing a professional and quality service</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability and willingness to work flexibly including, early morning and evening work as necessary to accommodate time zones</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Willingness to undertake relevant statutory and personal reference checks</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Be prepared to seek advice where necessary</li> </ul>	Essential			✓		

<b>Signed by Role Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	