

Position Description

POSITION	Audit & Enterprise Risk Management Systems Officer
SECTION	Governance & Corporate Services
DEPARTMENT	Corporate Services
BUDGET SUBJECT	203
POSITION NO.	BCC755
POSITION TYPE	Full-time
REPORTS TO	Coordinator Audit and Risk
DIRECT REPORTS	No
POSITION GRADE	Band 3 Level 3 Salary System Grade 16
DATE	March 2018

POSITION PURPOSE:

- To participate in the completion of audits of Blacktown City Council strategic audit programme and to implement an Enterprise Risk Management system (ERM) across the whole of Blacktown City Council
- To provide audit coverage across the whole of Blacktown City Council based on a control risk analysis of Council operations in order to improve the effectiveness and efficiency of the systems of management control.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Relevant Tertiary qualifications in an appropriate field.
- Extensive experience in auditing and implementation of ERM systems in medium and large size organisation.
- High level understanding of ERM and of AS/NZS ISO 31000:2009 Risk Management
- Extensive experience in participating in Audit & Risk Committee

Desirable:

- Knowledge and experience with Enterprise Risk Management (ERM) methodologies.
- Interpersonal skills with a capacity to influence others
- Experience in local government and governance related issues

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Conduct risk-based audits in accordance with Blacktown City Council's Strategic Audit Plan and report results to the Blacktown City Council Audit & Risk Committee (ARC).
- Develop and implement an ERM system across the whole of Blacktown City Council and report results on a regular basis to the ARC.
- Responsible for the development of ERM training and delivery of ERM across the whole of Council in accordance with AS/NZS ISO 31000:2009 Risk Management and best practice principle.
- Responsible for maintaining Council's ERM database system, including the recording, monitoring of treatment, tracking, reviewing and monitoring of identified risks for the purpose of reporting to the ARC and the Executive Management Committee (EMC)
- Responsible for the reporting of Blacktown City Council enterprise risks to the ARC and/or the Executive Management Committee (EMC) through use of specialised ERM Database System.
- Responsible for monitoring the status of implementation of audit recommendations and coordinating input and preparing Quarterly Standing Reports on the Progress of Implementation of Audit Recommendations which is tabled and reviewed at each ARC meeting.
- Assist with the maintenance of documentation relating to Business Continuity Plans (BCP) and provide support to the Business Assurance and Safety System section with the implementation of BCP policies and procedures.
- Responsible for developing probity plan upon request and provide probity related advice and support the effective delivery of key probity functions.
- Maintain relationship with the NSW Audit Office, the Independent Commission Against Corruption and keep abreast of best practice principles in auditing and ERM.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.

- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Our Blacktown 2036, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Complete risk based audits in accordance with Council's strategic audit plan
- Liaise with respective Council managers and/or delegated responsibility officers to facilitate the audit reviews and implementation of agreed audit recommendations.
- Oversee the collection of information regarding the status of the progress of audit recommendation implementation which is logged and tracked in Council's in-house web application database.
- Contribute and facilitate the continual improvement of Council's database system by liaising with:
 - System users and customers in developing usability requirements.
 - Information systems staff to develop the technical requirements.
- Implement an ERM system for the whole of Council, including defining responsibilities of stakeholders
- Develop and deliver training in ERM across the whole of Council
- Liaise with respective Council managers and/or delegated responsibility officers to identify enterprise risks for respective management units. Use Council's ERM Database System to record risk assessments and generate hierarchy enterprise risk reports.
- Assist in the preparation of oral and written reports as requested, expressing opinions on the adequacy and effectiveness of internal controls relating to Council's business processes and IT systems.
- Support and promote the implementation of ethical standards and delivery of key probity functions.

- Develop probity plan upon request and provide probity advice
- Development of Process maps.
- To carry out any other duty, as requested by the Coordinator Audit and Risk.

SELECTION CRITERIA:

- Relevant experience and appropriate qualifications in accordance with requirements outlined in the position description.
- Demonstrated Project Management and Facilitation Skills.
- Computer Literacy.
- Demonstrated ability to work unsupervised and concurrently on several audit tasks.
- Demonstrated commitment to customer service.
- Ability to work within a team environment.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
