

**INTERNAL AUDIT DATA ANALYTICS SPECIALIST**

BRANCH/UNIT	Governance, Legal and Risk		
TEAM	Internal Audit		
LOCATION	Ultimo		
CLASSIFICATION/GRADE/BAND	TM1		
POSITION NO.	TBA		
ANZSCO CODE	221214	PCAT CODE	2221292
TAFE Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>		

**1. ORGANISATIONAL ENVIRONMENT**

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

**2. POSITION PURPOSE**

The Internal Audit Data Analytics Specialist is responsible for driving effective and efficient internal audit activities by providing data-driven insights and analysis. The role develops and executes data-driven audit plans, assesses risks, controls, and opportunities with data analysis tools, and collaborates with the Chief Audit Executive and Senior Manager Internal Audit to provide actionable recommendations.

### 3. KEY ACCOUNTABILITIES

1. Develop and execute data-driven audit activity in accordance with the approved TAFE NSW Internal Audit Plan to support the assessment of risks and controls across TAFE NSW
2. Lead and implement continuous monitoring activity to report and quantify risk exposures, support audit testing and develop scripts in line with the TAFE NSW Internal Audit Plan.
3. Collaborate with the Internal Audit team, including provision of data-driven testing, conducting analytics reporting and establishing effective and professional relationships with stakeholders.
4. Contribute to internal audit and fraud and corruption prevention projects, develop robust analytics solutions that support risk management processes across the three lines of defence.
5. Identify and communicate data-related insights and drive positive change across TAFE NSW.
6. Review and apply TAFE NSW policies and procedures in the performance of data analytics and data driven controls testing, to make recommendations and prepare briefings and or reports, as required.
7. Maintain currency and knowledge of data analysis techniques, methods and emerging technologies to support continuous improvement in delivering internal audit services.
8. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
9. Place the customer at the centre of all decision making.
10. Work with the Line Manager to develop meaningful performance development and review plans.

### 4. KEY CHALLENGES

- Managing uncertainty during significant transformation periods where changes in structures, processes, IT systems and regulations and policies governing operations become clouded or irrelevant.
- Managing the balance between stakeholder engagement and education objectives with the need to review and monitor compliance and implement a rigorous audit program.
- Working in an organisation with disparate practices and functions, wide geographic reach, and differential understanding of risk and risk mitigation strategies.

## 5. KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Chief Audit Executive	<ul style="list-style-type: none"> <li>Provide timely advice to ensure Chief Audit Executive is fully informed of emerging issues.</li> <li>Support in the delivery of the internal audit plan, keep advised of status of audits and emerging issues.</li> </ul>
Senior Manager Internal Audit	<ul style="list-style-type: none"> <li>Receive guidance, support and advice.</li> <li>Support in the delivery of the internal audit plan, keep advised of status of audits and emerging issues.</li> <li>Receive day-to-day information, allocation of audit activity.</li> </ul>
Business Partners, Risk	<ul style="list-style-type: none"> <li>Provide timely advice of any identified issues during an audit and to obtain insights on future focus areas for audit planning.</li> </ul>
Regional Business Units	<ul style="list-style-type: none"> <li>Working with TAFE NSW staff to complete internal audits.</li> </ul>
<b>External</b>	
Contracted Internal Audit Service Provider	<ul style="list-style-type: none"> <li>Support the day – to day delivery of non-complex audits, provide information and advice.</li> </ul>

## 6. POSITION DIMENSIONS

**Reporting Line:** Senior Manager Internal Audit

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Financial Delegation:** Nil

**Budget/Expenditure:** Nil

**Decision Making:**

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisation objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

## 7. ESSENTIAL REQUIREMENTS

1. Degree qualification in related field or equivalent significant experience. Professional certification such as Certified Information Systems Auditor (CISA), Certified Analytics Professional (CAP), or Certified Fraud Examiner (CFE) or equivalent.
2. Significant demonstrated experience in developing and executing data-driven audit plans and analysing complex data sets.
3. Strong knowledge of data analytics tools and techniques, including data visualization, data mining, and statistical analysis. Advanced proficiency in SQL, Python, R, or other programming languages commonly used in data analytics. Experience with data visualization tools such as Tableau, Power BI, or equivalent.
4. Strong attention to detail and ability to maintain accuracy while working under pressure.
5. Ability to address and meet the focus capability as stated in the position description.





## 8. CAPABILITIES

### NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities in **bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Advanced</b>
	Manage Self	Adept
	Value Diversity and Inclusion	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Adept
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan And Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	<b>Technology</b>	<b>Highly Advanced</b>
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Advanced</b>

### FOCUS CAPABILITIES

The focus capabilities for the Internal Audit Data Analytics Specialist are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

## NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>Model the highest standards of ethical behaviour and reinforce them in others.</li> <li>Represent the organisation in an honest, ethical and professional way and set an example for others to follow.</li> <li>Ensure that others have a working understanding of the legislation and policy framework within which they operate.</li> <li>Promote a culture of integrity and professionalism within the organisation and in dealings external to government.</li> <li>Monitor ethical practices, standards and systems and reinforce their use.</li> <li>Act on reported breaches of rules, policies and guidelines.</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding.</li> <li>Translate technical and complex information concisely for diverse audiences.</li> <li>Create opportunities for others to contribute to discussion and debate.</li> <li>Actively listen and encourage others to contribute inputs.</li> <li>Adjust style and approach to optimise outcomes.</li> <li>Write fluently and persuasively in a range of styles and formats.</li> </ul>
<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>Build a culture of respect and understanding across the organisation.</li> <li>Recognise outcomes which resulted from effective collaboration between teams.</li> <li>Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government.</li> <li>Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions.</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes.</li> <li>Make sure team/unit staff understand expected goals and acknowledge success.</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines.</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs.</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for.</li> <li>Use own expertise and seek others' expertise to achieve work outcomes.</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues.</li> <li>Work through issues, weigh up alternatives and identify the most effective solutions.</li> <li>Take account of the wider business context when considering options to resolve issues.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements.</li> <li>• Implement systems and processes that underpin high quality research and analysis.</li> </ul>
<b>Business Enablers</b> Technology	Highly advanced	<ul style="list-style-type: none"> <li>• Show commitment to the use of existing and deployment of appropriate new technologies in the workplace.</li> <li>• Implement appropriate controls to ensure compliance with information and communications security and use policies.</li> <li>• Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes.</li> <li>• Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes.</li> <li>• Implement and monitor appropriate records, information and knowledge management systems protocols, and policies.</li> </ul>
<b>Business Enablers</b> Project Management	Advanced	<ul style="list-style-type: none"> <li>• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts.</li> <li>• Access key subject-matter experts' knowledge to inform project plans and directions.</li> <li>• Implement effective stakeholder engagement and communications strategy for all stages of projects.</li> <li>• Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning.</li> <li>• Develop effective strategies to remedy variances from project plans, and minimise impacts.</li> <li>• Manage transitions between project stages and ensure that changes are consistent with organisational goals.</li> </ul>

END