

IT INTERNAL AUDIT SPECIALIST

BRANCH/UNIT	Governance, Legal and Risk		
TEAM	Internal Audit		
LOCATION	Ultimo		
CLASSIFICATION/GRADE/BAND	TM1		
POSITION NO.	81148191		
ANZSCO CODE	221214	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

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 IT Internal Audit Specialist is responsible for managing and delivering a program of IT audits across TAFE NSW that ensures regulatory and policy compliance, and contributes to the operational effectiveness of business systems. This position drives consistent and integrated internal audit and assurance practices, as well as promoting a pro-active and positive assurance culture, in consultation with the Chief Audit Executive.

3. KEY ACCOUNTABILITIES

1. Perform, complete and coordinate assigned audits and monitoring activities in accordance with the approved internal audit plan to ensure compliance and quality assurance in all business processes, records and practices.
2. Lead, conduct and assist in audits or reviews of strategic and operational management systems, IT applications and programs for TAFE NSW including the:
 - a) identification and assessment of IT risks and controls to help mitigate those risks;
 - b) development, security, and internal controls of IT systems and applications particularly as they relate to mission critical activities;
 - c) acquisition/ implementation of IT systems; and
 - d) execution of IT audits against leading practice IT frameworks and standards (e.g. COBIT, ITIL, ISO 27001).
3. Conduct audits in accordance with generally accepted government auditing standards.
4. Assist the Chief Audit Executive and Manager Internal Audit in the completion of the annual Internal Audit Plan and the overarching objective of embedding assurance and controls within business and IT processes, including the strategic and business planning processes, and promote the Internal Audit Unit's frameworks.
5. Monitor the compliance of audited areas and prepare reports covering findings and recommendations to record and measure compliance, and to facilitate informed decision making.
6. Engage with and educate stakeholders and managers on risks, appropriate policies, legislation and overall process improvements, to ensure compliance and linkage to corporate strategies.
7. Draft responses to enquiries from external regulatory bodies and TAFE NSW staff on compliance issues to support dissemination of appropriate information to authorised parties.
8. Review and apply policies and procedures through audit and education programs, make recommendations and prepare briefings, as required, to support informed decisions making by key stakeholders.
9. 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.
10. Place the customer at the centre of all decision making.
11. Work with the Line Manager to develop and review meaningful performance management and development 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
Internal	
Chief Audit Executive	<ul style="list-style-type: none"> • Provide timely advice to ensure Chief Audit Executive is fully informed of emerging issues. • Receive guidance, support and advice. • Support in the delivery of the internal audit plan, keep advised of status of audits and emerging issues.
Manager Internal Audit	<ul style="list-style-type: none"> • Receive guidance, support and advice. • Support in the delivery of the internal audit plan, keep advised of status of audits and emerging issues. • Receive day-to-day information, allocation of audit activity.
Business Partners, Risk	<ul style="list-style-type: none"> • To provide timely advice of any identified issues during an audit and to obtain insights on future focus areas for audit planning.
Regional Business Units	<ul style="list-style-type: none"> • Working with TAFE NSW staff to complete internal audits.
External	
Contracted Internal Audit Service Provider	<ul style="list-style-type: none"> • Support the day – to day delivery of non-complex audits, provide information and advice.

6. POSITION DIMENSIONS

Reporting Line: Chief Audit Executive

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 relevant discipline (information systems, technology, computer science) or significant equivalent industry experience with a demonstrated commitment to ongoing professional development. Preferable to be CISA, CISSP or CISM qualified.
2. 7+ years' experience in IT applications audits, various IT infrastructure audits, information security audits, internal or operational audits preferably gained in at a professional Big 4 firm.
3. Detailed familiarity with system development life cycle (SDLC) projects, change management and other general IT controls.
4. A structured approach to projects and documentation, and a demonstrated understanding of risk based auditing methodologies.
5. Ability to address and meet focus capabilities 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
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity and Inclusion	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Advanced
	Procurement and Contract Management	Intermediate
	Project Management	Advanced

FOCUS CAPABILITIES

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

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NSW Public Sector Capability Framework

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