

Position Description

Position title	Risk and Audit Officer
Business area	Financial and Governance Services
Number of direct reports	Nil
Immediate manager	Chief Financial Officer
Award	<i>Administrative Employees Enterprise Agreement 2019</i>
Location	Springfield Depot, Hobart
Role purpose	The role of the Risk and Audit Officer is to manage and implement Metro's Risk Management Framework, manage Metro's external accreditations, undertake other auditing and compliance monitoring activities within the business, and act as the Fraud and Corruption Control Officer.

Organisational Requirements

All positions within Metro Tasmania will support the achievement of the Metro Tasmania Vision: To be an attractive travel option contributing to an integrated public transport network in Tasmania.

Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and Metro Tasmania policies and procedures.

While at work employees must take reasonable care of their own health and safety and the health and safety of others, including those working under their supervision or direction that may be affected by their acts or omissions in accordance with relevant State and Federal Work Health and Safety Legislation

Our Values

Safety

We take pride in everyone getting home safely, by having a safe workplace; and putting safety first.

Respect

We show respect for everyone at all times by acting with integrity in all our actions, words, intentions.

Resilience

We have the courage to deal with our day-to-day challenges, showing determination; commitment; and strength.

Unity

We work together with honesty and transparency; we listen, we collaborate, we cooperate, we celebrate success.

Service Driven

We take pride in what we do and it is our pleasure to deliver an outstanding experience for everyone, recognising we have internal and external customers; continually challenging ourselves to do things better; and striving for excellence.

Role Accountabilities

Risk responsibilities

Managing and implementing Metro's Risk Management Framework across the business, including the maintenance of strategic, operational and project risk registers, and monitoring and updating risk action plans to mitigate risk.

Ensure Metro's risk management and internal control system is operating efficiently and effectively.

Work with business units to promote risk management and ensure they are executing their risk management accountabilities, and that business risks are being identified and appropriate controls are in place.

Participate in risk workshops throughout the business to identify risks and update registers, including the ongoing education of staff in risk management to build internal capability.

Prepare regular risk reports for the Executive Management Team (EMT), Audit and Risk Committee (ARC) and Board.

Undertake the role of Fraud and Corruption Control Officer within the business in line with the roles and accountabilities outlined in the Fraud and Corruption Control Plan.

Audit responsibilities

Manage Metro's compliance with the Department of State Growth Passenger Transport Services Operator Accreditation (PTSOA) and the National Heavy Vehicle Accreditation Scheme (NHVAS) through quarterly internal audits state-wide.

Monitor the successful completion of audit outcomes, including corrective actions and improvement opportunities, within the required timeframes and provide a progress report to the EMT and ARC on a quarterly basis

Educate and raise awareness with staff about their compliance obligations within the business.

Advise and provide direction to all levels of management on the duties of responsible officers under the accreditation.

Support external auditors during three yearly external audits, and at other times, to assist with timely completion of audits.

Manage and co-ordinate the Metro Audit Process (MAPs) within the business including designing and managing the program and ensuring appropriate reporting and monitoring the actioning of audit findings in the business.

Undertake other sundry operational audits within the business, including but not limited to fare collection and on-board safety system audits.

Projects and other tasks

Manage special projects as delegated by the Chief Financial Officer from time to time.

Management authorities (If Appropriate)

Refer to the current Delegation Manual.

Role relationships

Internal

Executive Management Team

Line managers

Operations Department

People and Safety Department

External

National Heavy Vehicle Regulator

Department of State Growth

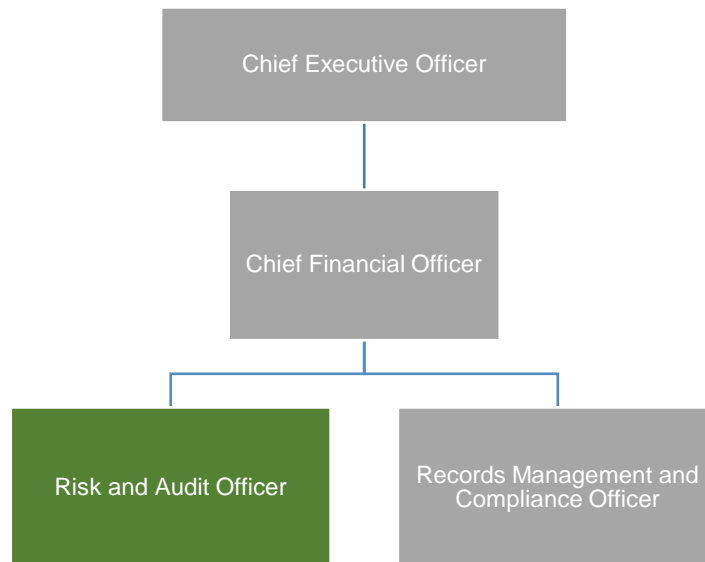
External and Internal Auditors

Integrity Commission

Challenges

- Liaise with internal stakeholders and manage their competing requirements.
- Coordinate audits with various departments to ensure timely completion.
- Analyse data and providing accurate reports to the EMT, ARC and Board in a timely manner.

Organisational Chart



Qualifications and experience

- Relevant tertiary qualification in risk or a related discipline and/or extensive experience in risk and audit processes
- Experience with the contemporary development and management of risk, audit and compliance frameworks
- Knowledge of management systems, relevant laws, rules, regulations and awards operating in a heavy vehicle/passenger transport environment
- Current drivers licence

Knowledge, skills and abilities

- Excellent organisational skills and capacity to coordinate a number of workflows simultaneously, including the ability to prioritise, plan and complete own work activities
- High-level written communication skills enabling the production of documents that are clear, accurate and concise
- High-level interpersonal skills, and a willingness to engage effectively with employees at all levels of the organisation
- Well-developed interpretive skills along with the ability to make sound judgments and solve problems as required
- Demonstrated capacity to manage sensitive issues and information with tact and discretion
- High level computer skills including the ability to produce complex reporting and information analysis

Approval

Date: November 2019

Approved by: Chief Financial Officer