

Role Statement



TITLE OF POSITION: Audit Officer
CLASSIFICATION LEVEL: ASO-5

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises four directorates: Customer and Information Services, Investment Services, People and Performance, and Commercial and Legal.

This role forms part of Third Party Audit Services, located within the Risk and Assurance Section of Investment Services. Risk and Assurance provides assurance on departmental risk and community compliance.

To support these objectives, Third Party Audit Services key outcomes include increasing public safety, and safeguarding departmental reputational and investment risk through risk-based compliance auditing activities.

Role Overview

The Audit Officer is accountable to Team Leader, Third Party Audit Services for:

- Understanding and applying auditing standards, risk management principles and other requirements affecting third party service provider management;
- Undertaking independent review, analysis and/or appraisal of services delivered by external parties on behalf of government, providing advice to internal and external stakeholders and preparing high quality reports;
- Assisting in the implementation and continuing refinement of third party audit framework and audit programs; and
- Contributing to the promotion of risk management principles and practices as an integral part of the department's core business practices.

Directorate: Investment Services
Position Number:
ANZCO Code:
Location: Knet #



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Audit Officer is required to undertake a wide range of activities which may include all or any of the following:

- a. Undertaking requirements of third party service provider audit program activities and ensuring they are conducted consistent with audit standards and operational business policies and procedures.
- b. Independently review, evaluate, document and investigate third party service provider related activities ensuring that service providers adhere with and align to regulatory frameworks, legislation and/or contractual requirements.
- c. Maintaining accurate, up to date and retrievable documentation to support all findings, recommendations and risk issues found as a result of the independent review process.
- d. Liaising and negotiating with internal and external stakeholders and service providers to address concerns associated with, and to progress and provide input into, assigned programs, projects, systems and/or services.
- e. Undertaking a broad range of research and analysis to provide advice, information and correspondence that supports the delivery of assigned agency programs, projects, systems, policies and/or services.
- f. Supporting and/or contributing to the development and implementation of relevant and effective policies, strategies, standards, guidelines and procedures to meet program or Section goals and objectives.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

Intra and interstate travel involving overnight absences and some work outside normal hours may be required.

Qualifications / Licences

- a. Relevant tertiary qualification.
- b. Full professional membership of Institute of Internal Auditors Australia, CPA Australia, or Chartered Accountants Australia and New Zealand.
- c. A current driver's licence is essential.

Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.

- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Manages customers' enquiries by utilising a sound knowledge of related government programs, policies and/or legislation that impact on the functions of the role and the Agency.
- f. Has well-developed communication skills, including the ability to liaise effectively at all levels, listen to staff, service providers and customers, resolve conflict, contribute to successful and positive negotiations, and formulate solutions to problems.
- g. Ability to work under limited direction, with experience in coordinating and/or implementing a broad range of complex functions associated with assigned programs, projects, systems, policies and/or services.
- h. Demonstrated ability to process high volumes of quality accurate detailed work, and synthesise information to provide recommendations in reports and correspondence.

Delegate Approval

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Name

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Signature

Date: / /