



Job Description

Job title	Internal Audit Advisor
Group	Corporate
Section	Risk & Assurance
Responsible to	Risk & Assurance Manager
Responsibility for Employees	None
Date	May 2023

Job purpose

This job exists to deliver a comprehensive internal audit programme including undertaking a full range of planned and responsive risk-based internal audit reviews and to support to the organisation on continuous improvement including recommendations for greater effectiveness and efficiency including cost savings, and guidance on internal policies and processes for the implementation of initiatives.

Functional relationships (relating to others)

External	Purpose and frequency of contact
• Relevant external organisations	• Research Monthly
• Consultants and contractors	• Professional networking Monthly
• Relevant forums and communities of practice	• Seeking information, products and services Monthly
• Other local and central government organisations	• Collaboration Monthly
• Suppliers and vendors	

Internal	Purpose and frequency of contact
• Principal Internal Auditor	• Establish priorities and provide feedback; receive direction for responsive work Weekly
• Staff at all levels within the organisation including Chief Executive, General Managers, Managers and Team Leaders	• Service delivery Daily
• Project groups	• Consultation Weekly

Managers and key staff	<ul style="list-style-type: none"> Deliver individual audit reviews and follow up on reviews 	Daily
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Key result areas

The job encompasses the following major functions or key result areas:

- Service delivery
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (job holder is responsible for)	Key accountability measures (jobholder is successful when)
1 Service delivery	
<ul style="list-style-type: none"> Undertaking or overseeing a full range of risk-based audits across the organisation, as set out in the Work Plan, including the Council's key financial and non-financial systems. The work will follow the agreed risk-based approach and documentation and include: <ul style="list-style-type: none"> planning and agreeing the scope and terms of reference with the Sponsor and the Principal Internal Auditor; documenting (by flowchart or narrative description) and agreeing the system under review; identifying and documenting the key risks and key controls and the assessment of their adequacy; carrying out the agreed level of testing and documenting the results; drafting the report to management including the findings and recommendations; identifying value for money opportunities from the processes undertaken; and discussing the outcomes of the audit and the report with the Principal Internal Auditor and Sponsor and process managers and obtaining formal management responses to address the recommendations and agreement to the actions required. Assist in the development of continuous improvements concepts and methodology. Learn, support, and champion agreed corporate messages, business process 	<ul style="list-style-type: none"> Managers at all levels receive knowledgeable and prompt advice which assists them in decision-making and follow through on implementation of initiatives. Processes followed are respectful and communicative allowing for the collection of quality information or data resulting in robust and meaningful outcomes. Relevant people in team and appropriate project Manager are kept well informed of progress. Any additional duties assigned are carried out willingly and to a satisfactory standard. <p>Annual measure – Audit Work Programme:</p> <ul style="list-style-type: none"> Planned reviews completed. Reporting and planning completed. <p>On-going Measure:</p> <ul style="list-style-type: none"> Reduced risk and incidences of internal control breach, and higher assurance and reliance on internal management controls.

Key accountabilities (job holder is responsible for)	Key accountability measures (jobholder is successful when)
<p>management and continuous improvement methodologies, and work stream priorities.</p> <ul style="list-style-type: none"> • Gather information by identifying participants, preparing questionnaires and conducting interviews , process mapping, and consulting other relevant stakeholders across the business. • Identify and raise to Team Leader, in a timely fashion, any barriers which may impact on project progress. • Develop solutions by following a process of testing impressions, conducting feasibility studies and cost benefit analysis, identifying impacts to other parts of the business, conducting internal and external research, and peer review. • Work with the appropriate authority (General Manager, Manager, Team Leader) for review and decision making, and support with information as required. • Provide advice on the navigation of internal policies and processes to be followed for implementation of initiatives. • Collaborate with other business units involved in the implementation of initiatives to ensure outcomes are understood. • Establish benchmarks and objectives to measure success. • Work with Continuous Improvement colleagues to provide guidance and advice on systems, tools, and processes used in carrying out reviews. • Undertake any other relevant duties as directed by the Manager. 	
2 Relationship management	
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including Local Authorities, ratepayers, landowners, suppliers, consultants, and contractors. • Adopt a consultative approach to working with the business to identify opportunities for improvement in business operations, processes and resources. • Apply change management and influencing skills to overcome stakeholder resistance to change and to help imbed the required continuous improvement culture. • Act as a representative of Council at appropriate conferences, seminars and other events. 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums.
3 Corporate contribution	

Key accountabilities (job holder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> Promote desired behaviours and responsibilities. Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Hazards are identified and all incidents and accidents are reported. Participate in any wellness programmes, such as stress management training and health monitoring. Council records are created and maintained in corporate information systems, meeting specified information management standards. Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegation as set out in the Chief Executive's Delegations Manual

Freedom to act

Guidelines and support available to assist the job holder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If job holder can make decisions without approval from anyone else, please note that authority.

- Approved internal Audit Work Programme.
- Risk & Assurance Manager
- Council policies and procedures, Business Process Management, Continuous Improvement methodologies, industry best practice methodology.
- Council current focus areas – priorities.

Work complexity

Most challenging duties typically undertaken:

- Managing complex, sensitive and contentious pieces of advice and assurance and providing complex and sound advice to the Chief Executive
- Leading Council group and section managers in complex projects for the review and analysis of business operations while ensuring the quality and timeliness of outputs.
- Maintaining an awareness of all business functions, policies and processes in order to provide sound guidance and specialist advice to managers in decision-making and implementation of initiatives.

- Managing relationships in a consultative fashion and resolving conflict in a positive and productive way.
- Advising on and occasionally facilitating behavioural change using change management skills.
- Contributing to multiple and often complex projects concurrently while ensuring the quality and timeliness of outputs.
- Applying knowledge and skills to provide solutions to support innovation and excellence.

Person specification

Minimum academic qualifications and experience required:

Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Bachelor degree in Business or similar field • Membership of the New Zealand Institute of Chartered Accountants (NZICA) or an equivalent accounting body • A valid driver's licence required*¹ 	<ul style="list-style-type: none"> • Member of a recognised internal Auditor's body/institution • Continuous improvement qualification (minimum yellow belt Six Sigma or Kaizen Lean Essentials, or equivalent)

Knowledge/experience (indicate years of experience required as appropriate)

Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Minimum of three years, post-qualification experience involving a range of relevant work • Highly developed communication, influencing and relationship building skills • Ability to understand, assimilate and interpret complex information and draw conclusions from it • Ability to write and present reports to a high standard to a diverse audience • Ability to create and sustain effective working relationships with a wide range of staff, including senior managers 	<ul style="list-style-type: none"> • Combination of business and local government experience • Experience in the use of process mapping tools • Project management experience

Key skills/attributes/job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none"> • Highly developed communication, influencing and relationship building skills • Report writing and presenting • Planning and organisation skills • Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally • Problem solving and ability to critically evaluate options • Ability to provide timely, pragmatic and solution based recommendations and advice
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¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

	<ul style="list-style-type: none"> • Ability to foresee and avoid problems before they occur wherever possible • Organisational agility • Comfort around higher management
Working knowledge	<ul style="list-style-type: none"> • Change management methodologies • Continuous improvement methodologies • Demonstrated experience in business improvement analysis and advice, solution development and change management in complex environments. • Organisational structure and lines of communication • Project Management • MS Office Suite • MS Project • MS Visio
Awareness	<ul style="list-style-type: none"> • Community, cultural and political awareness

Personal attributes / Key behaviours

- High level ethical conduct.
- Sound judgement and initiative.
- Relationship building and engendering trust.
- High level of energy, initiative, sound judgement and a sense of urgency.
- Articulate and able to communicate well in both verbal and written contexts.
- Pursues an open minded and consultative approach.
- Strategic and creative thinker.
- Ability to apply reason while working towards identifying the best solution.
- Analytical and able to identify issues, risks and opportunities for doing things differently.
- Able to influence and negotiate outcomes that benefit all.
- Commitment to maintaining a high standard and quality of work and ethics.
- Able to work independently and as part of a team, openly sharing knowledge and skills within the team.
- Ability to cope with a variety of work and sometimes difficult situations.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Desire to enhance knowledge and skills.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside of normal working hours.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager

Date

Discussed with Incumbent:

Employee

Date



Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p>Mana</p> <ul style="list-style-type: none"> Leadership Having strength and courage Being a positive influence Being proud and courageous Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> Trust and respect Reciprocity (sharing) Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> Unity Strong emphasis on collaboration Being inclusive Nurturing a positive team spirit Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> Strong focus on relationships. Having fun and being happy Socialising, including the importance of friends Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>