

Position Description



Position Title	Manager Technical Assurance Projects
Position No	00084224
Delegation Level	004
Job Designation	Manager
Organisational Unit	Internal Audit
	Legal and Governance
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Experts and Leaders
Shiftworker	No
Classification (Range)	PT5 .1 - PT5 .4
Pay Scale Type	ASPT
Reports to Position	Manager Internal Audit

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To manage and report on the technical projects lead by Internal Audit, such as, but not limited to, Technical Assurance Project, and Data Led Controls Assurance Project, with the aim to enhance and uplift overall assurance capabilities at Queensland Rail.

Position Responsibilities

1. Coordinate development of the Annual Technical Projects Plan in consultation with relevant stakeholders and executives in Queensland Rail.
2. Deliver the Annual Technical Project Plan and provide independent and incisive assurance and advice with the objective of evaluating and improving governance, risk management and control processes.
3. Oversee delivery of the Annual Technical Project Plan to facilitate the achievement of individual engagement objectives in a timely, efficient and value-adding manner.
4. Provide accurate, timely and concise reporting to the Manager Internal Audit for the information of the Audit & Risk Committee, Executive Risk Committee and senior management in relation to program execution, and independent analysis of audit outcomes and key control weaknesses.
5. Manage Technical Project Internal Audit team members including outsourced partners to ensure the consistent delivery of high quality assurance and advice to Executive and Senior Leaders.
6. Ensure Audit's quality system and related work practices, including monitoring new developments in internal auditing standards and techniques and continuously improving the form and content of reporting to key stakeholders.
7. Manage the development and maintenance of constructive relationships

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with Project Stakeholders, and at all levels of the organisation and with external stakeholders in order to promote a culture of continuous improvement within Queensland Rail.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of skill in managing a dynamic high performing team of internal and externally sourced professionals that is committed to providing independent, high quality, professional assurance and consultancy services and advice that is focussed on achieving individual, team and organisational goals.
2. High level of skill in the application of internal auditing principles and methodologies.
3. High level of consultation, negotiation, relationship building and written and oral communication skills with the ability to establish effective, sustainable business relationships with internal and external customers and stakeholders including the Board and external auditors.
4. Extensive knowledge of business risks relevant to a large diversified organisation or government related entity including contemporary risk management and compliance principles, practices and techniques.
5. Extensive knowledge of relevant standards, Legislation, regulations and directives.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

40009681 G_Internal Audit

Mandatory Qualifications (If not already held, I will gain these when in position)

20200021 CPA or CA Australian Member
40007588 Wunya Induction
40001627 Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
40013480 Fraud Awareness Induction
40006537 Rail Safety Awareness

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

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Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.

Testing can occur anywhere, at any time, on any day.