POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P72719

Division: People Engagement and Operations

Classification: Senior Officer Grade A

Business Unit: Chief Operating Office

Location: Civic/Hybrid

Position Title: Senior Director, Audit and Assurance (Head of Internal Audit)

Last Reviewed: October 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, and Yindyamarra, as well demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure, and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large-scale infrastructure projects for the ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.

Providing strategic advice, expertise and assurance across the ACT Government and decisionmakers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

iCBR adopts an integrated resourcing approach that provides our people with opportunities to apply their skills, experiences and capabilities across multiple relevant programs and projects to support infrastructure delivery for the ACT community.

DIVISION OVERVIEW

People, Engagement and Operations is dedicated to fostering a vibrant, inclusive, and collaborative environment across iCBR, our partners, communities and stakeholders. Our mission is to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural, transformation, corporate services and work health and safety initiatives across the organisation.

We are accountable for a range of functions including organisational strategy, transformation and culture, learning and development, industry and industrial relations, communications, stakeholder and community engagement, corporate governance, ministerial and cabinet services, human resources and work health and safety across all iCBR projects, programs and operations. We develop and implement organisational approaches and ways of working to deliver on our strategic priorities and provide the guidance and support for our people and partners to embed safety, cultural, diversity, equity and inclusion practices into their everyday work.

Our focus is on building a values-based culture supporting our people and services to be adaptable and dynamic, empowering our people to achieve wellbeing, high performance and collective success through various initiatives including strategy and people plans, capability and learning and development frameworks and people focused safety programs.

We strive to enhance organisational excellence and maximise value. We drive and incubate innovation and opportunities to challenge the status quo, foster collaboration and communities of practice to embed continuous improvement and learning practices and optimise outcomes.

This includes embedding a culture of safety, robust governance, and effective people, engagement and operational services to support the delivery of iCBR's strategic priorities.

Consistent with iCBR's integrated resourcing approach, People, Engagement and Operations provides opportunities for our people to contribute their skills, experiences and capabilities across a range of programs and projects.

BUSINESS UNIT OVERVIEW

The Chief Operating Office (COO) branch supports Infrastructure Canberra through the delivery of core corporate functions that enable effective governance, capability development, and operational excellence.

The COO branch provides governance, ministerial and cabinet services, and corporate services that strengthen risk and safety management, audit and policy development, and robust corporate and government administration. Through this work, the COO branch contributes to a cohesive, agile, and high-performing organisation, aligned to Infrastructure Canberra's strategic priorities and values.

POSITION OVERVIEW

The Senior Director, Audit and Assurance (Head of Internal Audit) leads Infrastructure Canberra's internal audit function and undertakes complementary risk-based compliance and assurance activities.

The role provides independent, objective and risk-based assurance, advice and insight to the Director-General and Audit Committee and senior executives on the effectiveness of governance, risk management, internal controls and compliance across iCBR's infrastructure delivery, property management and corporate operations. It identifies opportunities to strengthen accountability, organisational performance and value for money.

The position leads the development and delivery of the Strategic Internal Audit Plan and Annual Internal Audit Program, informed by organisational priorities, enterprise risks, assurance coverage and emerging issues. It also develops and delivers a complementary program of targeted compliance reviews, control testing and assurance assessments to evaluate adherence to legislative, policy, contractual and procedural requirements. Working with business areas and other assurance providers, the role identifies gaps and duplication in assurance coverage and promotes coordinated, proportionate review activities.

The position manages resources, budgets and external service providers, oversees the quality of audit and review activities, and translates findings into clear reporting and practical recommendations. It monitors and reports on the implementation of actions arising from internal and external audits, compliance reviews and assurance assessments, including assessing evidence supporting their closure. The role also coordinates engagement with the ACT Audit Office and provides effective support to the Audit Committee.

The Senior Director, Internal Audit (Head of Internal Audit) maintains the internal audit function's independence and objectivity, with direct access to the Director-General and Audit Committee.

WHAT YOU WILL DO

Under broad direction, you will lead and deliver iCBR's internal audit, compliance and assurance activities, exercising independent professional judgement and providing authoritative, evidence-based advice on complex risks and control issues. Working collaboratively with senior executives, business areas and assurance providers, you will strengthen governance, accountability and organisational performance while maintaining the independence and objectivity of the internal audit function. Your key responsibilities include:

1. **Lead the audit and assurance function**, setting strategic priorities and developing, delivering and reviewing the Strategic Internal Audit Plan, Annual Internal Audit Program and complementary risk-based compliance and assurance program. Assess organisational risks, emerging issues and assurance coverage to direct resources towards areas of greatest significance to iCBR's objectives.
2. **Lead and undertake complex audits, compliance reviews and assurance assessments** across infrastructure delivery, property management and corporate operations. Determine review scope and methodology, analyse evidence and test controls to assess governance effectiveness, risk management and adherence to legislative, policy, delegation, contractual and procedural requirements. Develop practical, proportionate recommendations addressing systemic issues and control weaknesses.
3. **Provide authoritative, independent advice and reporting** to the Director-General, Audit Committee and senior executives on significant risks, non-compliance, control weaknesses and organisational improvement opportunities. Exercise sound professional judgement in resolving complex or contested findings, escalate material issues and limitations affecting assurance, and monitor and verify the implementation of agreed corrective actions.
4. **Manage the function's resources, performance and professional quality**, including budgets, procurement, contracts and external service providers. Establish and maintain audit and review methodologies, performance measures and quality assurance arrangements; develop available staff capability; and maintain internal audit independence and objectivity, including safeguards against conflicts of interest and self-review.
5. **Ensure compliance with mandatory requirement and ongoing development and quality improvement of the internal audit function** in accordance with the ACT Government Framework for Internal Audit Committee and Function, iCBR's Internal Audit Charter and the Institute of Internal Auditors' Global Internal Audit Standards.
6. **Build and maintain strategic working relationships** with business areas, the Audit Committee, ACT Audit Office and other assurance providers. Coordinate external audit engagement and assurance coverage, provide substantive support to the Audit Committee, and influence improvements to governance, controls and compliance practices while preserving business areas' accountability for operational decisions, risk management and corrective action.
7. **Contribute to iCBR's integrated resourcing approach** by undertaking additional duties aligned with the position's classification, and related skills, knowledge and experience under the relevant Work Level Standards. Additional responsibilities must preserve the Head of Internal Audit's independence and objectivity and be subject to appropriate safeguards where conflicts of interest or self-review risks arise.
8. This position does involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. **Audit, compliance and assurance expertise:** Demonstrated experience leading or overseeing a risk-based internal audit, compliance and assurance function, including audit planning, engagement oversight, reporting and recommendation follow-up.
2. **Technical proficiency:** Strong knowledge of internal audit standards, governance, risk management and internal controls, with the ability to apply these in a complex public sector organisation. A demonstrated ability to interpret and apply a broad range of public sector legislation, policy and process requirements.
3. **Advice and judgement:** Demonstrated ability to exercise independent professional judgement, communicate significant findings to senior executives and an Audit Committee.
4. **Program delivery:** Proven ability to manage resources and external providers, undertake sound procurement processes and deliver quality outcomes within agreed priorities and timeframes.

Behavioural Capabilities

1. **Builds relationships and works collaboratively:** Builds and sustains trusted working relationships and work collaboratively with a network of key people within the Directorate, across the ACTPS, with Government and other stakeholders, and actively listens to diverse perspectives and seeks to understand operational context.
2. **Communicates and influences constructively:** Communicates clearly and respectfully, adapts messages to the audience and uses evidence to influence outcomes and effective decision making. Handles sensitive or contested issues with tact, facilitates constructive discussion and maintains sound professional judgement when challenged.
3. **Leads with integrity and delivers outcomes:** Models and promotes the highest levels of professionalism, independence, integrity, accountability and self-awareness. Exercises sound judgement, manages competing priorities effectively and models a respectful, inclusive and collaborative working environment.

Compliance Requirements / Qualifications

Relevant tertiary qualifications in internal audit, accounting, finance, business, governance or a related discipline, and relevant professional certification or membership, are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never

Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Occasionally

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally