

## Position Description

<b>Position Title:</b>	Senior Internal Auditor
<b>Business Unit:</b>	Internal Audit and Risk
<b>Grade:</b>	S7
<b>Last Review Date:</b>	January 2018

## Overview – NZQA's Role

NZQA ensures that New Zealand qualifications are valued as credible and robust both nationally and internationally.

We are accountable for managing the New Zealand Qualifications Framework, administering the secondary school assessment system, independent quality assurance of non-university education providers, qualifications recognition and standard setting for some specified unit standards.

More information can be found on our website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

## Business Unit Overview

The role of the Strategic & Corporate Services Division is to be trusted advisors to our colleagues across NZQA. Our support ensures that NZQA delivers on its goals now and into the future. The division builds this trust / mana through the efficient and effective delivery of our services aligned with NZQA's values.

- Rangatiratanga – empowering and leading others. Building staff and organisational capability. Leading NZQA's contribution to the government's goal for international education.
- Kaitiakitanga – guardianship. People, Resources, Legislative requirements.
- Ngaiotanga – doing our job in the best possible way. Thought leadership in 'Future State: Now'.
- Manaakitanga – caring for and valuing others. Leading the client focus work.
- Whakapono – open and transparent. Thought leadership regarding communication channels with clients.
- Kotahitanga – collaboration and unity. Leading the collaborative delivery of projects across NZQA.

Strategic and Corporate Services staff will operate efficiently and effectively in accordance with organisational policies and procedures to ensure our work is delivered on time to the quality standards expected.

## Purpose of Position

The Senior Internal Auditor provides independent, objective audit and ad hoc consultancy services to NZQA and the Tertiary Education Commission (TEC). The Senior Internal Auditor will:

- Undertake audits according to an approved risk-based annual audit work programme
- Review the systems of internal control, risk management, governance, and legislative compliance to ensure they are in line with best practice
- Be involved with various projects and investigations

The role requires excellent working relationships with management and staff at both NZQA and TEC, and effective relationships with external auditors and other external agencies.

## Working Relationships

**Responsible to:** Manager, Internal Audit & Risk

**Functional relationships:**

**NZQA / TEC:**

- Strategic Management Team
- Audit Committees (NZQA Risk and Assurance Committee and TEC Audit & Risk Committee)
- Senior Managers
- Managers and staff in business units

**External:**

- Liaise with representatives of external auditors, professional bodies and other government agencies as required.

## Key Accountabilities

### Internal Audit

- Assist with development of the annual internal audit work programme
- Conduct audits, investigations and reviews ensuring completion to plan and that the resulting reports are accepted by the Manager Internal Audit, Strategic Management Teams, and the Audit Committees of NZQA and TEC
- Negotiate the agreement of actions to address recommendations
- Report results to the Manager, Internal Audit & Risk
- Develop excellent working relationships and ensure effective information transfer occurs within the organisation
- Follow audit methodologies that are 'best practice'
- Demonstrate knowledge and application of audit principles and methodologies
- Assist with development and maintenance of internal audit policies, procedures and manual
- Assist with Internal Audit and risk reporting

### Policy and Procedure Review

- Review adequacy of internal control systems, processes and policies
- Recommend improvements to internal control systems, processes and policies

### Project Work

- Assist with audit projects and investigations as required
- Ensure a timely and planned approach to improving processes and completing projects
- Work with external agencies as required

## **NZQA Priorities**

The following areas are priorities for NZQA. Support and guidance will be provided to ensure these priorities are able to be met by all staff.

### **Health, Safety & Wellbeing**

- Ensuring that all work is carried out in a safe and responsible manner that does not compromise the health and safety of self or others in the workplace.
- Complying with policies, procedures and directives issued by NZQA on health and safety matters.

### **Privacy & Security**

- Acting in accordance with privacy and security policies and procedures.
- Maintaining the strictest confidentiality when dealing with any personal or sensitive information.
- Ensuring documents containing personal information are always kept secure.
- Maintaining a 'clear desk' in accordance with policy.

### **Knowledge / Records Management**

- Working collaboratively and creating a learning environment by ensuring all business documents and information are made accessible for staff to use
- Ensuring that all business records, created and received, are maintained and disposed of according to the requirements of the NZQA information and records management policy, guides and processes.

## **Person Specification**

### **Knowledge, Skills and Experience (including Technical Competencies)**

#### **Essential:**

- Understanding of core audit principles and standards
- Experience in public or private sector internal audit role
- Experience and ability to work with the business on business process improvement with a particular focus on enhancing internal controls and the control environment
- Experience and ability to review the effectiveness of systems for reporting on risk, internal controls and legislative compliance
- Excellent relationship management skills and proven ability to establish and maintain excellent working relationships with all levels of staff, including Audit Committee members, Chief Executives, senior managers, and key external contacts
- Excellent time management and prioritising skills
- Ability to work effectively under pressure
- Demonstrated professional ethics and integrity
- Clear and concise research and written skills

**Desirable:**

- Confidence, good judgement and ability to work objectively and independently, while knowing when it is appropriate to consult others
- Demonstrated ability to manage multiple projects and complex problems
- A meticulous approach and a commitment to service and quality
- Objectivity, perseverance, resilience and the ability to maintain confidentiality
- A well-developed sense of responsibility and accountability
- Ability to conceptualise, analyse and think creatively
- Knowledge of public sector compliance and performance reporting requirements
- Experience with working effectively with external auditors
- A commitment to the principles of the Treaty of Waitangi and an awareness of and commitment to equity principles

**Qualifications**

- Qualification at level 7 of the New Zealand Qualifications Framework
- A professional qualification in audit (or comparable experience)

**Other Requirements**

Occasional domestic travel may be required to discharge the responsibilities of the position.

**Development Competencies**

NZQA has the following Core Competencies for the purpose of development planning:

**Client responsiveness** - Honouring NZQA's commitments to all external and internal clients by providing helpful, courteous, accessible, responsive and knowledgeable service.

**Collaboration** - Working collaboratively with others, sharing information and networking to achieve common goals and positive outcomes.

**Communication** - Listening and communicating with others in an effective manner.

**Continuous learning** - Identifying and addressing personal development needs to enhance individual and organisational performance; learning through self reflection on success and failures.

**Decision-making** - Making good decisions and solving problems involving varied levels of complexity, ambiguity and risk.

**Engaging with Māori** - Engages effectively with Māori, underpinned by NZQA's values, and applies an understanding of Te Ao Māori that is relevant to the context of our business.

**Valuing diversity** - Helping create an inclusive work environment that embraces and appreciates diversity.

**Work practice** - Focusing personal efforts in an organised way to achieve results consistent with NZQA's objectives, seizing opportunities that arise, and maintaining effectiveness in a variety of situations.

## **Job Description Scope of Duties**

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.