

Risk and Audit Specialist



The purpose of this position

The **purpose** of the position is to strengthen the organisation's risk management, internal audit and assurance capability by coordinating and executing key components of the Internal Audit and Assurance Program, maintaining fit-for-purpose frameworks and registers, and supporting consistent risk assessment and enterprise risk artefacts. The role provides practical, hands-on support and advice to enable the effective identification, assessment and management of risks, and drives the implementation and tracking of audit findings, corrective actions and policy requirements to strengthen control effectiveness and reduce risk exposure.

About the position

- This position is within Finance, IT & Corporate Services directorate.
- This position **reports to** the Manager, Risk Compliance and Audit.
- This position allows for flexibility.
- The position leads a team. The team includes a risk coordinator and systems administrator
- The position is designated Band 7 under the ***Schedule of Authorities and Delegations***.
- The position is a: Budget holder Has designated revenue or billing targets.
- This position may be advertised externally as Risk and Audit Officer
- The position is a Team Specialist level of the Capability Framework.

Key areas of responsibility

- Independently coordinate and execute components of the Internal Audit and Assurance Program, including supporting audit planning, scoping, engagement of external providers, documentation, monitoring progress and tracking outcomes for external accreditations and audits.
- Plan and deliver targeted second line of defence assurance and compliance reviews by working with business areas to define scope and independently assess the effectiveness of controls and adherence to requirements, including testing and evidencing outcomes.
- Proactively support continuous improvement and capability uplift in risk and audit practices across the organisation by contributing to the development and maintenance of frameworks, methodologies, templates and tools aligned to best practice; delivering coaching, training and guidance to build understanding and application of risk practices; enabling consistent documentation; and coordinating governance reporting, including analysis of themes, root causes, control gaps, action status and improvement opportunities.
- Maintain and manage the corrective actions register as a single source of truth for audit, incident, compliance and risk actions; support clear allocation, track progress to closure, coordinate validation, and escalate overdue actions through agreed governance pathways.
- Support the business to embed risk management in planning and operational decision-making, including coordinating and facilitating risk assessments and supporting reviews of controls and treatments; and produce and maintain enterprise risk reporting artefacts (e.g., risk profiles and registers) to support timely escalation and decision-making by risk owners and governance forums.

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- Facilitate the organisation's policy renewal process, including maintaining the policy review schedule, coordinating stakeholder consultation and approvals, tracking progress to publication, and supporting version control and record-keeping requirements.
- Support records management across the function by administering and continuously improving the records management system (e.g. governance libraries and registers), promoting compliant recordkeeping practices, maintaining file structures and metadata where relevant, and supporting retention, disposal and auditability requirements.
- Support business continuity and crisis preparedness activities, including coordinating reviews of business continuity plans, maintaining supporting artefacts, and assisting with planning, logistics and lessons-learned tracking for crisis scenario rehearsals and exercises.
- Respect and promote human rights and diversity and commitment to building an inclusive culture. Welcome diversity in all its forms. Value relationships with our local Aboriginal community and welcome applications from its members.

Capability Framework

The Capability Framework defines the essential knowledge, skills, behaviours and attributes individuals need to success in their roles. It provides the organisation with a shared language and clear expectations across all levels of the organisation. The Capability Framework can be accessed [here](#) internal document only.

Key outcomes

When things are going well, we would expect to see these outcomes:

- A proactive, integrated approach to risk management that is understood and applied across the organisation, informing decisions, planning and resource allocation.
- The Internal Audit and Assurance Program is proactively monitored and delivered to plan (including scope, timing and quality); reporting is evidence-based and prioritised; and agreed actions are tracked, validated and closed in a timely way.
- Strong collaboration with operational leaders and enabling functions to improve controls, address audit findings, and embed continuous improvement.
- Timely, data-driven visibility of incidents and feedback/complaints trends and repeat issues, enabling targeted improvement actions and measurable reduction in high-risk events over time.
- Well-governed corrective actions register that provides clear oversight of agreed actions (audit, compliance, risk and incident-related), improving timeliness of closure, reducing repeat findings and strengthening accountability.
- Improved control maturity and assurance coverage across key risk areas, with transparent tracking of actions and reduction in repeat issues.

Key Capabilities

Essential criteria

- Qualifications in audit, risk management, or a related discipline are desirable (ISO 31000).

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- Proven experience in enterprise risk management, compliance and/or internal audit, including developing fit-for-purpose frameworks, delivery of assurance activities, reviews and audits plans, tools and reporting (preferably in a human services context).
- Demonstrated ability to independently coordinate and deliver pieces of work, including planning scoping and progressing activities through to completion with minimal direction.
- Strong stakeholder engagement and influencing skills, with the proven ability to support and challenge leaders to improve risk ownership and control effectiveness.
- Demonstrated ability to build capability in others through coaching, training or guidance, and support improved understanding and application of risk and compliance practices.
- Demonstrated ability to work across portfolios and facilitate risk assessments, workshops and audit activities, recognising when to engage stakeholders to manage risk and expectations.
- Experience applying audit and risk frameworks and standards and translating them into practical, scalable approaches.
- Strong analytical capability, including the ability to identify themes, root causes, control gaps and improvement opportunities with experience working with incident and feedback datasets and producing insights using tools such as Excel (advanced) and Power BI
- Strong written and verbal communication skills, including the ability to prepare clear reports, present findings and recommend practical solutions.

People who know this position say that

People who know this position say the things that might make your day are:

- Being part of building new capabilities and see your ideas be implemented.
- Supporting leaders in maturing their internal controls and see progressive improvements.
- Working with the Director and the team to develop skills and learnings and creating a high performing team that is effective, engaged, satisfied and positive.

People who know this position say some key challenges you might experience are:

- Responding to diverse or competing expectations from leaders and stakeholders across risk, audit priorities, and time-critical issues in high-risk areas (including incidents and feedback).
- Navigating the constraints and complexities of matrix reporting, influence, priorities, and resources.
- Working on cases that have involved traumatic experiences for clients and staff.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

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| <input checked="" type="checkbox"/> Overnight travel/stays. | <input type="checkbox"/> Weekend work. |
| <input checked="" type="checkbox"/> Travel between office locations/regions. | <input type="checkbox"/> Evening work. |
| <input type="checkbox"/> Travel to clients (varied locations). | <input type="checkbox"/> Special event support. |
| <input type="checkbox"/> Use of own registered, insured (comprehensive) motor vehicle. | |

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- Use of TBS pool cars.

Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Quality & Safeguarding team
- Other Managers and Team Leaders
- Human Resources, Finance and Property Business Partners
- Learning & Development Business Partners
- Data & Insights Teams

Outside The Benevolent Society:

- Other service providers and agencies