

Role Description

Manager Audit and Assurance



Cluster	Premier's Department
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Enabling Services Group / Audit and Assurance
Role number	50017118
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	139999
PCAT Code	1221213
Date of Approval	April 2026
Agency Website	https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (RA) is an executive agency of the Premier's Department. The RA works to support how NSW plans for disasters and helps communities to recover from them faster.

To reduce the severity and impacts of disasters, the RA completes critical planning and preparation with communities, NGOs, businesses, and government. When disasters strike, we get recovery started swiftly and coordinate reconstruction efforts across agencies, communities, and other stakeholders.

Primary purpose of the role

Manage the Audit and Assurance function to ensure the agency meets its statutory and policy obligations in relation to fraud control, audit and risk management, fostering a culture of integrity and continuous improvement. The role works closely with executive level committees and management to understand and manage risk, design internal controls and to provide independent, risk-based assurance, advice and insights on the effectiveness of governance, risk management and internal control frameworks through the delivery of the RA expert risk advice and internal audit program.

Key accountabilities

- Lead and embed a best-practice audit and assurance function, integrating internal audit, performance audit coordination, enterprise risk, fraud and corruption control, and crisis and continuity management into business-as-usual operations.
- Oversee the delivery of the Internal Audit Plan and assurance activities, ensuring they align with the Internal Audit Charter, NSW Government policies, professional standards, and organisational priorities.
- Provide high-quality secretariat and advisory support to the Audit and Risk Committee, and partner with the Chief Audit Executive to ensure the organisation's risk appetite and assurance requirements are understood and being followed.
- Ensure organisational compliance with statutory, regulatory and reporting requirements by reviewing, evaluating and continuously improving audit, assurance, and risk management frameworks, policies and controls.

- Lead the RA fraud control framework including the oversight of public interest disclosures and review of matters requiring referral to the Independent Commission Against Corruption or NSW Ombudsman.
- Lead enterprise risk management practices, including the implementation and ongoing improvement of systems, processes and tools to identify, assess, manage and report on organisational risks.
- Provide oversight of crisis and business continuity management, ensuring plans, readiness activities and response frameworks are current, tested and effective.
- Prepare and coordinate high-quality reports, briefs and correspondence, and manage stakeholder engagement to support evidence-based decision-making and meet Agency, ARC and Government information needs.

Key challenges

- Identify interdependencies and balance competing demands to ensure strategic and operational policy objectives are achieved.
- Manage risk and provide objective and considered advice to decision makers in rapidly changing and complex operational contexts.
- Staying ahead of emerging risks, regulatory changes, and innovations in audit and assurance. Continuously assess and apply best practices in audit management to enhance methodologies and improve the agency's audit effectiveness.

Key relationships

Internal

Who	Why
Chief Operating Officer	• Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and contribute to decisive decision making and identify emerging issues/risks and their implications and propose solutions.
Direct report/s	• Inspire, guide, support, motivate, coach, mentor, develop and manage performance • Review work and proposals to ensure integrity and accountability of decision making • Provide own perspective and share information • Demonstrate the importance of and work collaboratively with to achieve outcomes
Executive Committee and line management	• Provide independent advice and on internal control and risk management • Support assessment of fraud and corruption matters and other matters reportable to external integrity agencies.

External

Who	Why
Government and Public Sector	• Ensure that RA's strategic service delivery outcomes are advanced by maintaining effective, collaborative relationships and partnerships with other NSW Government stakeholders • Share information and learnings to continuously improve public sector performance • Liaise and keep informed of Government central decisions and seek information to incorporate into Agency operations
Non-government, business and industry and community sectors	• Foster effective, collaborative relationships and partnerships with other stakeholders to facilitate the exchange of information and to maintain positive relationships
Vendors/Service Providers	• Engage service delivery in accordance with contractual arrangements • Consult, give and obtain information, negotiate required outcomes and timeframes and develop and maintain ongoing working relationships and networks.

Role dimensions

The role makes decisions regarding the review, design and implementation of improved risk audit/assurance methodologies, tools, systems and processes for the RA in consultation with the Chief Operating Officer.

This role:

- is responsible for the management of team operations and planning to achieve the overall agreed work program commitments
- has considerable autonomy and independence to determine day to day work priorities, deploy resources and allocate duties
- is expected to exercise strong independent judgment and be fully accountable for the accuracy and integrity of advice provided, while applying sound decision-making under delegated authority to resolve complex problems and issues
- ensures recommendations are based on sound evidence (objective), and at times may be required to use their judgment under pressure or in the absence of complete information or as a source of expert advice to both internal and external stakeholders.
- as necessary, consults with other senior staff or other team members on a suitable course of action in matters that are sensitive, high-risk or business-critical, or for those issues that have far reaching implications with respect to resources or quality advice provision.

Reporting line

This role reports to the Chief Operating Officer.

Direct reports

Up to 6 direct reports.

Budget/Expenditure

- Financial Delegation: As per agency financial delegations.
- Administrative Delegation: As per agency delegations' manual.

Key knowledge and experience

- Comprehensive experience in developing audit risk and assurance strategies, policies, systems, programs and plans which are aligned with organisational objectives and risks.
- Demonstrated knowledge and understanding of risk management principles, practice in the public sector, the workings of government and the relevant legislation that underpins and NSW public sector management, as well as continuous audit and process improvements and working cooperatively with management.

Essential requirements

- Tertiary qualifications in a governance, audit or risk related discipline or equivalent experience in a relevant field

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	• Remain composed and calm and act constructively in highly pressured and unpredictable environments • Give frank, honest advice in response to strong contrary views • Accept criticism of own ideas and respond in a thoughtful and considered way • Welcome new challenges and persist in raising and working through novel and difficult issues • Develop effective strategies and show decisiveness in dealing with	Advanced

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	emotionally charged situations and difficult or controversial issues • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines	Advanced
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats	Advanced
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	- Maintain relationships with key customers in area of expertise - Connect and collaborate with relevant customers within the community	Advanced
		- Influence others with a fair and considered approach and present persuasive counter-arguments - Work towards mutually beneficial 'win-win' outcomes - Show sensitivity and understanding in resolving acute and complex conflicts and differences - Identify key stakeholders and gain their support in advance - Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise - Anticipate and minimise conflict within the organisation and with external stakeholders	
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues - Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others - Take account of the wider business context when considering options to resolve issues - Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements - Implement systems and processes that are underpinned by high- quality research and analysis - Look for opportunities to design innovative solutions to meet user needs and service demands - Evaluate the performance and effectiveness of services, policies and programs against clear criteria	Advanced
	Project Management Understand and apply effective planning, coordination and control methods	- Understand all components of the project management process, including the need to consider change management to realise business benefits - Prepare clear project proposals and accurate estimates of required costs and resources - Establish performance outcomes and measures for key project goals, and	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
		define monitoring, reporting and communication requirements - Identify and evaluate risks associated with the project and develop mitigation strategies - Identify and consult stakeholders to inform the project strategy - Communicate the project's objectives and its expected benefits - Monitor the completion of project milestones against goals and take necessary action - Evaluate progress and identify improvements to inform future projects	

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

Adept



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others

Adept
