

POSITION DESCRIPTION

Senior Program Auditor

Position	Senior Program Auditor
Position status	Full-time
Reports to	Director of Compliance
Date Approved	31 October 2018

1.0 The Organisation

Catholic Professional Standards Ltd (CPSL) was formed in response to the findings of the Royal Commission into Institutional Responses to Child Sexual Abuse.

CPSL was established by the Australian Catholic Bishops Conference and Catholic Religious Australia. It operates independently of the Church.

CPSL is committed to fostering a nationally consistent culture of safety and care for children and vulnerable adults by developing National Catholic Safeguarding Standards. CPSL will audit compliance with these Standards as well as provide education and training.

CPSL is committed to acting with **courage, compassion** and **honesty**. These values guide the way we develop and manage our organisation and inform cultural change within the Catholic Church to better safeguard children and vulnerable adults.

2.0 The Position

This is a new, full-time position reporting to the Director of Compliance and is to be located at the CPSL offices in the Melbourne CBD. The position is on-going.

The primary purpose of the position is to be responsible for planning, scheduling, conducting and reporting on audits conducted as part of the CPSL audit program, which supports the implementation of the National Catholic Safeguarding Standards (NCSS). The Senior Program Auditor demonstrates the attributes of technical and professional competency whilst also serving as role model and coach to other auditors, where required.

The position also has responsibility for providing input and support for the operational design and implementation of CPSL's ongoing compliance, auditing and reporting functions, designed to safeguard children and vulnerable adults engaging with the Catholic Church across Australia.

NB: As this position will act as the lead on audits across the Catholic Church, the successful candidate must possess excellent communication and presentation skills, with the ability to work with senior levels of leadership within the Catholic Church, including Bishops, Provincials, Church personnel and volunteers.

3.0 Key Responsibilities

Audit execution

- 3.1 Conduct all aspects of planning for NCSS audits, including scheduling, review of preliminary information, research and analysis.

- 3.2 Develop work programs and work papers for conducting the audit, with a focus on quality, consistency and standardisation across audits.
- 3.3 Lead audits working together with in-house resources or managing a hybrid team of co-sourced auditors selected externally.
- 3.4 Liaise with all levels of Church hierarchy, including staff, volunteers, clergy and religious, in assessing compliance with the NCSS and identifying gaps for remediation.
- 3.5 Develop practical, value added recommendations and clear, concise and timely audit reports.
- 3.6 Conduct post-audit debriefs to further inform the audit process and contribute to the ongoing development and refinement of the NCSS.
- 3.7 Promote cost effective audit services by bringing innovation and improvement to the audit process.

Stakeholder relationships

- 3.8 Build credibility, integrity and rapport with Church leadership and Church personnel.
- 3.9 Keep Church leadership and management informed of the progress of the audit and preliminary audit findings.
- 3.10 Provide timely, value added feedback during the audit, including practical recommendations which take into account a holistic view of the Church entity.

Organisational management

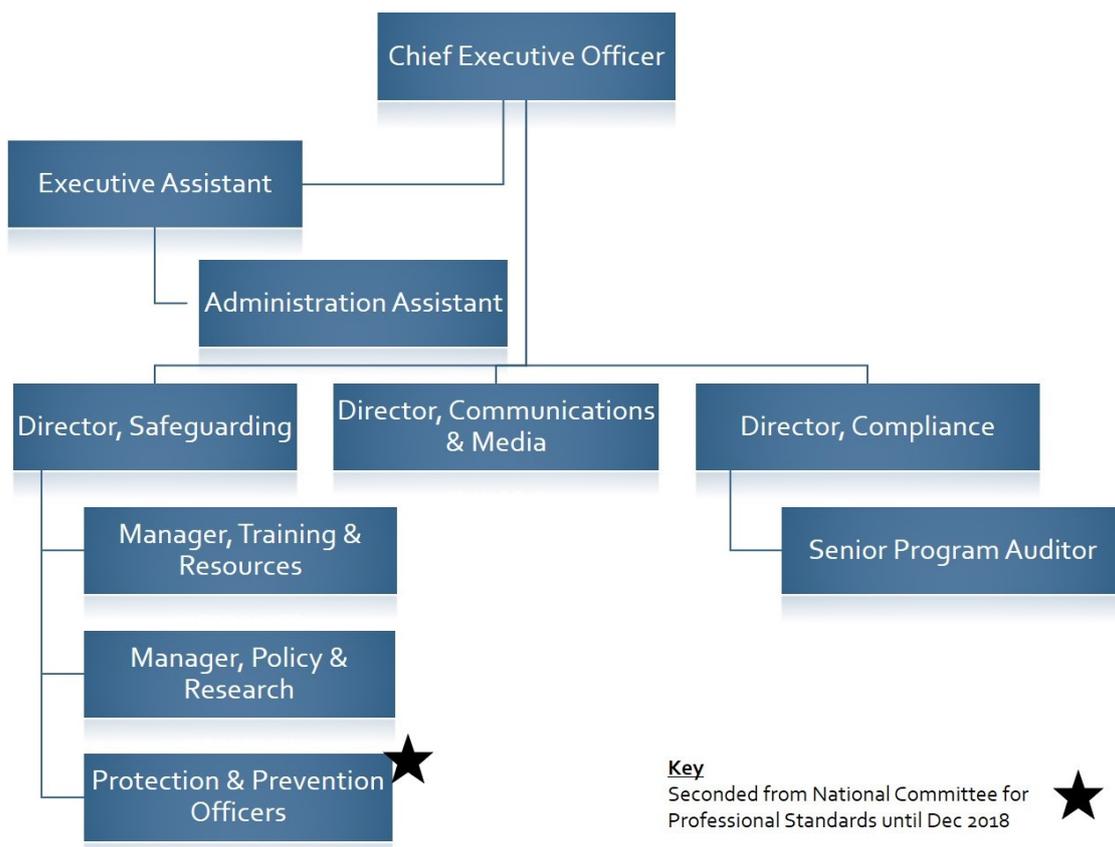
- 3.11 Collaboratively contribute to the development and implementation of CPSL's strategic and business plans.
- 3.12 Foster and support team spirit and co-operation through open and honest communication and sharing of ideas.
- 3.13 Provide coaching and leadership for other members of the audit team regardless of role.
- 3.14 Ensure all work is conducted in line with CPSL policies and procedures, including the Code of Conduct.
- 3.15 Work in ways that support and uphold CPSL's values.
- 3.16 Maintain knowledge, skills and disciplines necessary to carry out audit responsibilities and maintain professional qualifications.
- 3.17 Develop self by seeking challenging developmental opportunities, willingly accepting new responsibilities, and displaying confidence in own knowledge, skills and ability.
- 3.18 Demonstrate accountability by taking responsibility for actions, outcomes and deliverables, displaying commitment to work and handling issues with minimal guidance.
- 3.19 Participate in regular supervision and an Annual Performance Review with the Director of Compliance.
- 3.20 Perform other duties as reasonably directed by the Director of Compliance and CEO.

4.0 Key Selection Criteria

- 4.1 Minimum of 5 years' experience in an audit role, with specific experience in either internal, operational or performance auditing.
- 4.2 Experience working across complex, geographically spread organisations and locations.
- 4.3 Sound understanding of the findings and recommendations made by the *Royal Commission into Institutions Responses to Child Sexual Abuse* to the Catholic Church and other institutions.

- 4.4 Excellent writing and presentation skills with the ability to produce clear and succinct reports, presentations and other documents.
- 4.5 Highly developed project management, planning and organisational skills, including the ability to prioritise, manage multiple tasks and meet deadlines.
- 4.6 Demonstrated ability to work independently with minimal direction and to work harmoniously in a small office environment.
- 4.7 Demonstrated ability in leading, motivating and mentoring a team of auditors to deliver service excellence and continuous improvements, including delegation, prioritisation and management of external service providers.
- 4.8 High level of interpersonal skills in building and managing networks and relationships, both internally and externally with key stakeholders.
- 4.9 Excellent analytical and problem-solving skills.
- 4.10 Demonstrated understanding of and commitment to the principles of equity, diversity, continuous improvement, risk management, and occupational health and safety.
- 4.11 Understanding of and commitment to CPSL's purpose, objectives and values.

5.0 Organisation Chart



6.0 Conditions of Employment

- 6.1 This position is for 76 hours per fortnight. There is no paid overtime, but if additional hours are required to be worked, they will be accrued as time-in-lieu.
- 6.2 The position is based at the CPSL office in Melbourne CBD (Queen Street). You may be required to work from other sites (on a temporary or permanent basis) as directed from time to time.

- 6.3 An attractive remuneration package will be negotiated in line with experience. Salary packaging is available.
- 6.4 Superannuation is paid according to the Superannuation Guarantee into a compliant fund of the incumbent's choice.
- 6.5 Employment is subject to the satisfactory completion of a range of pre-employment checks, including 2 professional reference checks, a pre-existing injury/disease declaration, a national criminal records check, and proof of identity and qualifications. The successful applicant also needs to hold an 'employment' Working with Children Check Card (Victoria) and must list 'Catholic Professional Standards Ltd' as the employer.
- 6.6 The successful applicant will initially be employed for a probationary period of 6 months. During this period, either party can terminate employment with one week's notice. A probationary review before 6 months will be undertaken.
- 6.7 In the context of occupational health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- 6.8 Under Victorian Workcover legislation, it is the applicant's duty to advise CPSL of any pre-existing medical condition which would be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
- 6.9 CPSL is a smoke-free workplace.

7.0 Inherent Requirement of Work Activities/Environment

Following is a table which outlines the main physical and psychological requirements of the position:

Position Element	Key Activity	Frequency
Work environment	Manage demanding & changing workloads & competing priorities	Daily
	Work independently	Regularly
	Work in a team environment	Daily
	Work in different geographic locations	Regularly
	Work office hours with the possibility of extended hours	Regularly
	Work in an open plan office	Daily
	Work in buildings which are multi-storey	Daily
	Sit at a computer or in meetings for extended periods	Daily
People contact	Liaise with Church organisations & entities	Daily
	Interact with members of the public who may display the full range of emotional expressions, including challenging behaviour	Occasionally
Administrative tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources & budget, researching & analysing information & data	Daily
	Use technology including copiers, telephones including mobiles, data projectors, personal computers, televisions, videos, DVDs, electronic whiteboards, etc	Daily

8.0 Signatures

I have read, understood and accept the above Position Description

Name:

Signature:

Date:

Authorised Manager Name:

Authorised Manager Signature:

Date:

Version Number:	1.0
Authorised by:	Sheree Limbrick, CEO
Date of Authorisation:	26/10/2018

Application Process:

Applications addressing the Key Selection Criteria and citing 3 professional referees (CPSL Policy dictates that the current/most recent line manager must be a referee for the preferred candidate) are required by COB Thursday 22 November 2018.

Applications can be submitted via email to jobs@cpsltd.org.au