

Position Description

Director Internal Audit



Organisation	NSW Health
Local Health District	Northern Sydney Local Health District
Position Classification	Health Manager Level 6
State Award	Health Managers (State) Award
ANZSCO Code	221214 Internal
Vaccination Category	Category B
Date of Approval	04 November 2025
Website	www.nslhd.health.nsw.gov.au

NSLHD OVERVIEW

Who we are: We are a health service that touches thousands of lives across the Northern Sydney Local Health District (NSLHD), together as a team of like-minded people. We are passionate, driven and have the skills and knowledge to care for our patients whilst creating the best services possible. Our teams have meaningful, interesting and rewarding work every day. We challenge and nurture each other, sharing our knowledge and experience so that we can deliver better care for everyone. There's a real sense of belonging here because we value and respect our patients, employees, and teams' voices. You'll feel a real privilege being a trusted caregiver in our patients, their families, their carers, and our communities' lives.

PRIMARY PURPOSE

The Director Internal Audit is a key member of the NSLHD Senior Leadership Team and is responsible for planning and directing the independent, objective, and comprehensive internal audit and review of the activity, performance, financial, and related operations and systems of internal control within the NSLHD. This role is responsible for providing the Chief Executive, Board Audit & Risk Committee, and management with independent and objective advice and information on control, risk, and governance issues to support the efficient functioning of the NSLHD.

At the request of the Chief Executive, Internal Audit also conducts special investigations/reviews in response to allegations of impropriety, or corrupt conduct. Such matters may be raised internally or referred by external bodies such as ICAC, the Ombudsman and the Auditor-General.

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with

workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

You must ensure you abide by the NSW Health Code of Conduct, this includes supporting, cultivating, and participating in a respectful work culture without aggression, sexual harassment, discrimination and racism. You are encouraged to speak up if you observe or experience inappropriate work place behaviours. NSLHD supports diversity and inclusion and these principles should be applied when interacting with our patients and work colleagues.

KEY ACCOUNTABILITIES

- Lead and motivate an internal audit team that offers risk based, unbiased assurance, counsel, and insights to strengthen and safeguard organisational value. Demonstrate comprehension when providing advice to the Chairman of the Board, the Chief Executive and the Audit and Risk Committee.
- Create and implement a risk-based audit program that guarantees ongoing evaluation of the District's control system's efficacy and adequacy, including digital controls; ensuring policy compliance, risk management, and evaluation of compliance with system and governance processes.
- Determine and evaluate the efficacy of the organisation's risk management systems and monitor and suggest workable, value-adding solutions that strengthen the control environment and the efficacy and efficiency of the organisation's systems, contributing to the ongoing improvement of risk management, governance, and internal control systems.
- Identify and report on new and current risks to the Chief Executive and the Audit and Risk Committee for approval. Develop audit plans that are in line with the District's long- and short-term strategies and objectives.
- Co-ordinate and oversee the delivery of projects against the audit plan approved by the Audit Committee. This involves scheduling projects, assigning staff and other resources, monitoring progress, and ensuring audit reports and outcomes are timely, add value and are of good quality.
- Manage audit methodologies to ensure they are appropriate and that professional standards are met, and research new audit methodologies and techniques to improve the effectiveness and efficiency of internal audit practice in the Local Health District.
- Prepare and submit regular Internal Audit reports to the Chief Executive and Audit Committee on the progress of audit projects against plans and on any emerging trends or risks noted in day to day audit work. Furthermore, responsibility for preparing and implementing the NSLHD's fraud and corruption prevention plan.
- Provide advice to the Chief Executive and senior management on the best course of action to improve economy, efficiency and effectiveness of the District's operations where such opportunities arise from the conduct of audits/investigations.

KEY CHALLENGES

- The Director Internal Audit is expected to exemplify and uphold the principles of integrity, discretion, objectivity, confidentiality and competence. The integrity of internal auditors and their capacity to remain objective in an often hostile environment, establishes trust and provides the basis for reliance on their judgment.
- The Director Internal Audit maximises risk based audit coverage. A key challenge of this position is to both assess and improve compliance and to identify and promulgate better administrative practice. Manage a range of diverse projects at various stages of completion, balancing appropriate

staff, time, project focus and quality issues to provide the best possible service and outcomes within existing resources.

KEY RELATIONSHIPS

Internal

Who	Why
Chief Executive	Communicate results of audits and discuss actions required to meet compliance standards, fraud, and corruption prevention and sensitive investigations
Executive Leadership Team	Communication around areas of compliance and risk reduction.
NSW Ministry of Health	Communication of audit findings and other ad hoc matters that arise.
Board Audit and Risk Committee	Communicate results of audits and discuss actions required to meet compliance standards, fraud, and corruption prevention and sensitive investigations

External

Who	Why
Independent Commission Against Corruption	Communication around matters of suspected corruption and inappropriate use of resources.
Information and Privacy Commissioner	Communicate suspected breaches of individual health information access and privacy.
Health Care Complaints Commission	Communicate complaints to the HCCC concerning conduct performance and health matters of individuals.
Australian Health Practitioner Regulation Agency	Communicate complaints to AHPRA concerning registered health practitioners.
Health Professionals Council Authority	Communicate complaints to the HPCA concerning the conduct of registered health practitioners.

ROLE DIMENSIONS

Decision making

In accordance with the NSLHD delegations.

Reporting line

NSLHD Chief Executive

Direct reports

Manager Internal Audit x1
Corruption Prevention and Investigations Officer X1
Senior Internal Auditor x 2
Internal Auditor x1
Assistant Auditor/Executive Assistant x1

Budget/Expenditure

In accordance with delegation.

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Appropriate tertiary qualifications in a relevant discipline; and current membership of the Australian Society of CPAs, the Institute of Chartered Accountants or the Institute of Internal Auditors.
3. Extensive experience in progressing organisational improvement and capacity to make sound and balanced judgements on complex problems in the context of the regulatory requirements of a large and diverse organisation.
4. Capacity to make sound and balanced judgements on complex problems and interpret and apply relevant legislation.
5. Proficiency in applying contemporary audit methodologies/techniques, and proven ability to conduct special audit projects/ investigations.
6. Experience in audit team management and effective leadership skills and the ability to motivate and develop staff.
7. High level interpersonal skills with the ability to negotiate and to establish and maintain effective communication and working relationships with a range of internal and external clients and stakeholders.
8. Demonstrated understanding and/or experience of professional auditing standards as prescribed by the Institute of Internal Auditors and professional accounting standards as presented by the Australian Society of Certified Practising Accountants, and the Institute of Chartered Accountants.

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.

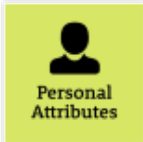
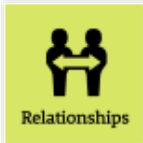
The capabilities are separated into focus capabilities and complementary capabilities

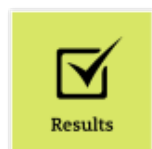
Focus capabilities

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	Champion and model the highest standards of ethical and professional behaviour Drive a culture of integrity and professionalism within the organisation, and in dealings across government and with other jurisdictions and external organisations Set, communicate and evaluate ethical practices, standards and systems and reinforce their use Create and promote a culture in which staff feel able to report apparent breaches of legislation, policies and guidelines and act promptly and visibly in response to such reports Act promptly and visibly to prevent and respond to unethical behaviour	Highly 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

**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

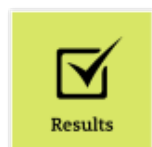
Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements

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

**Demonstrate Accountability**

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

Design and develop systems to establish and measure accountabilities

Ensure accountabilities are exercised in line with government and business goals

Exercise due diligence to ensure work health and safety risks are addressed

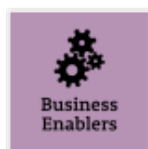
Oversee quality assurance practices

Model the highest standards of financial probity, demonstrating respect for public monies and other resources

Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks

Incorporate sound risk management principles and strategies into business planning

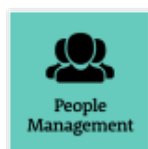
Advanced

**Project Management**

Understand and apply effective planning, coordination and control methods

Prepare and review project scope and business cases for projects with multiple interdependencies
Access key subject-matter experts' knowledge to inform project plans and directions
Design and implement effective stakeholder engagement and communications strategies for all project stages
Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
Develop effective strategies to remedy variances from project plans and minimise impact
Manage transitions between project stages and ensure that changes are consistent with organisational goals
Participate in governance processes such as project steering groups

Advanced

**Optimise Business Outcomes**

Manage people and resources effectively to achieve public value

Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives
Allocate resources to ensure the achievement of business outcomes and contribute to wider workforce planning
When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences
Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context
Monitor performance against standards and take timely corrective actions
Keep others informed about progress and performance outcomes

Adept

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
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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Advanced
	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	Adept
	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
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Advanced