Role Description

Government of South Australia
SA Housing Trust

Role title	**Internal Auditor and Risk Officer**		
Directorate	Finance and Partnerships		
Business unit	Internal Audit and Risk		
Reports to	Assistant Director, Internal Audit and Risk	**Classification**	ASO5

Role Summary

The Internal Audit and Risk Officer is an operational role within the Internal Audit and Risk Unit and is involved in the undertaking of internal audits that achieve business objectives through planning, conducting and reporting on internal audits with input from senior team members.

Helping to provide professional advice to management within the Department regarding risks and controls, processes and systems, consult and advise the Agency and key stakeholders on risk management activities and processes.

Help to embed risk management process and practices into the business by being part of a value-add risk management consultancy approach that helps the business achieve their desired strategic and operational objectives.

Our Organisation

We are a modern, professional, effective, and high performing organisation that is a leader in customer service, innovation and partnerships within the housing, finance and services sectors.

We have dedicated staff who are proud of the difference our organisation makes and passionate about improving housing opportunities and outcomes, through several metropolitan and country locations around South Australia.

Our employment practices value diversity and inclusion and we welcome employees with a mix of background, characteristics, experiences, professional skills and perspectives.

Our Division

The Finance and Partnerships Division delivers a range of corporate functions and is the lead contact point within the Trust for strategic partner engagement. Our focus is to lead collaboration with sector partners to deliver housing outcomes and pursue opportunities that contribute to their strategic objectives. We work together to facilitate value by leading procurement, finance, legal, strategic policy and reporting, internal audit, and risk services and regulate housing through the Office of Housing Regulation and Housing Safety Authority.

Primary outcomes and responsibilities

Perform internal audit reviews using risk-based audit principles, in accordance with established auditing standards procedures and methodologies, with guidance from Manager Internal Audit and Risk and/or Principal Internal Audit and Risk Officer.

Prepare data and relevant information to enable formation of objective opinions on the adequacy and effectiveness of internal control systems and risk management strategies

Assist in the preparation of papers and reports, as directed, for presentation at Risk Management and Audit Committees.

Assist in the development, implementation and monitoring of risk management policies and strategies across the department.

Assist in providing a risk management consultancy and advisory service that results in an improvement of corporate governance and the achievement of objectives for the Trust.

Review current and proposed business controls and risk management strategies required to ensure performance outcomes are achieved within agreed risk appetite statements, with input from Manager, IA&R where necessary.

Provide advice and assistance to the department, regarding issues identified, potential impact of those issues on the achievement of objectives and actions.

Prepare formal reports on outcomes of audit processes, including recommendations where relevant and develop, amend and revise audit programs, working papers and compliance plans as required, for review and endorsement.

Follow up Agreed Action items to ensure effective and timely implementation.

Assist with investigations (e.g. Whistleblower allegations, suspected fraud) as requested by the Chief Executive to the Manager, Internal Audit and Risk.

Maintain confidentiality by utilising a high level of personal discipline and integrity.

Contribute to the business planning process of the Internal Audit and Risk Unit.

Corporate responsibilities

Support and advocate Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.

Model ethical behaviour and practises consistent with SA Government Code of Ethics for Public Sector Employees.

Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Understand and follow safe work practices, identify and report all hazards, take reasonable care of own safety and that of others and contribute to safety and wellbeing improvement.

As a White Ribbon Accredited workplace, SA Housing Trust has a zero tolerance towards violence in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions,

policies, procedures or guidelines issued by SA Housing Trust regarding acceptable workplace behaviour.
A genuine commitment to Reconciliation and achieving the actions set out in our Reconciliation Action Plan and to creating an environment that is inclusive, respectful, free from racism and culturally safe.

Special conditions
Successful applicant will be required to satisfactorily complete a National Police Clearance prior to being employed.

Working relationships
Assistant Director, Internal Audit and Risk (Direct Manager)
Internal Audit and Risk team
Senior level staff across the Trust
Central and Regional staff across the Trust
External Contractors
Staff of the Office for Public Integrity

Selection criteria (knowledge, skills, aptitude and experience)
Develop effective working relationships, and provide advice and communicate effectively with staff at all levels across the department and with a diverse group of individuals
Analyse complex information, conceptualise and framework issues and develop practical solutions
Experience in reviewing existing work practices, systems and procedures in pursuit of best practice opportunities, maintaining compliance with professional practice standards, and continuous improvement of practice methodologies drawing on industry knowledge and awareness within the public and private sectors.
Base decisions on evidence, encourage others in the decision-making process to contribute where appropriate, follow through with implementation and monitor outcomes
Experience in developing written communication or summaries for Senior Leadership that can succinctly explain the current situation and suggested improvements

Qualifications	Essential or desirable
An appropriate degree in accounting, commerce, finance, economics, or such degree that meets eligibility for entry to professional study programme for a recognised Australian accounting, risk management or auditing body.	Desirable
Membership or working towards membership of a professional accounting, internal audit, risk management body.	Desirable

South Australian Public Sector Values



Approved date	N Tuffnell, 10 November 2026