



Position description

Position title	Audit Program Lead
Group / Branch	People, Safety & Governance / Risk, Assurance & Compliance
Reports to	Group Manager, Risk, Assurance and Compliance
Competency level	Individual Contributor

Job Purpose

The Audit Program Lead is responsible for leading, managing and continuously improving South East Water's audit program, management systems, including supporting certification audits and driving alignment with relevant standards. This includes ensuring audits are risk-based, well-governed, and deliver meaningful insight and value to management, executives and Directors. This role will be required to conduct internal audits as required, alongside managing the broader audit program.

The role also oversees our reporting requirements and attestation against the *Security of Critical Infrastructure Act 2018* (SOCi Act) and ensures South East Water has and complies with a critical infrastructure risk management program.

Key Accountabilities

Audit Program Management, Governance and Reporting

- Lead the development, delivery and ongoing improvement of a risk-based audit program aligned to organisational strategy, enterprise strategic risks, risk appetite, Board priorities, and compliance with regulatory obligations and standards.
- Maintain and continuously improve the organisation's audit and assurance framework, ensuring alignment with risk, compliance and governance requirements.
- Manage South East Water's internal and external audit program in conjunction with outsourced service providers.
- Prepare and present clear, concise and insightful audit reports and program updates to Executive and Directors.
- Manage the end-to-end audit lifecycle and maintain oversight of audit recommendations, management actions and remediation timelines, including validation of closure evidence.
- Provide strategic analysis of cross-organisation audit themes and present consolidated insights and improvement recommendations to Executive and Directors, as required, to support informed oversight.
- Oversee and manage outsourced audit providers, ensuring quality, consistency, independence and value for money in audit delivery.
- Conduct internal audits as required including planning, fieldwork, analysis and reporting.
- Provide expert advice to management on audit findings, control effectiveness, risk implications and improvement opportunities.
- Provide assurance over the effectiveness of critical controls associated with high-consequence and material risks, including validation and verification processes.

Management Systems & Certification Support



- Provide assurance over the design and effectiveness of management systems including quality, safety, environmental, HACCP and asset management systems.
- Support and coordinate external certification and surveillance audits.
- Identify opportunities to strengthen system integration, documentation, control design and assurance coverage.
- Report to Executive and Directors on the effectiveness of the management systems and programs.

Security of Critical Infrastructure Act 2018 risk management program

- Implement and maintain South East Water's critical infrastructure risk management program (CIRMP).
- Prepare annual SOCI Act reporting and Board attestation, in consultation with key internal stakeholders.
- Maintain and coordinate review of the critical infrastructure asset register.
- Proactively identify material risks to assets, including cyber-attacks, natural disasters, and insider threats.
- Support governance and assurance activities and continuous improvement of SOCI controls and supporting frameworks.

Continuous Improvement & Stakeholder Engagement

- Drive continuous improvement in audit methodologies, tools, templates and reporting practices.
- Build strong relationships with senior leaders and key stakeholders to promote positive outcomes and a strong assurance culture.
- Act as a trusted advisor on audit, SOCI Act requirements, management systems and control effectiveness matters across the organisation.

Project Participation

- Participate, as required, on projects (including system and process improvement projects), as a SME, to ensure audit and assurance are being considered.

Knowledge, Skills & Experience

Essential

- Extensive experience in internal audit, assurance, risk or governance roles within a large, complex or regulated organisation.
- Have technical knowledge of ISO Standards e.g. ISO9001, ISO14001, HACCP, ISO45001, ISO37301, ISO 31000, ISO 27001/VPDSS, ISO55000, methodology and auditing requirements.
- Ability to understand and interpret relevant legislation.
- Experience in undertaking, supporting or leading audits aligned to ISO-based management systems and internal audit standards.
- Demonstrated experience managing an internal audit program, including coordination of outsourced audit providers.
- Strong understanding of internal controls, risk management and assurance frameworks.
- Proven ability to prepare and present specialist reports to Executive and Board-level audiences.
- Strong stakeholder management and influencing skills, with the ability to challenge constructively.
- Tertiary qualification in accounting, auditing, risk, business, governance or a related discipline.
- Professional audit certification (e.g. CA, CPA, CIA, CISA or equivalent)

Desirable

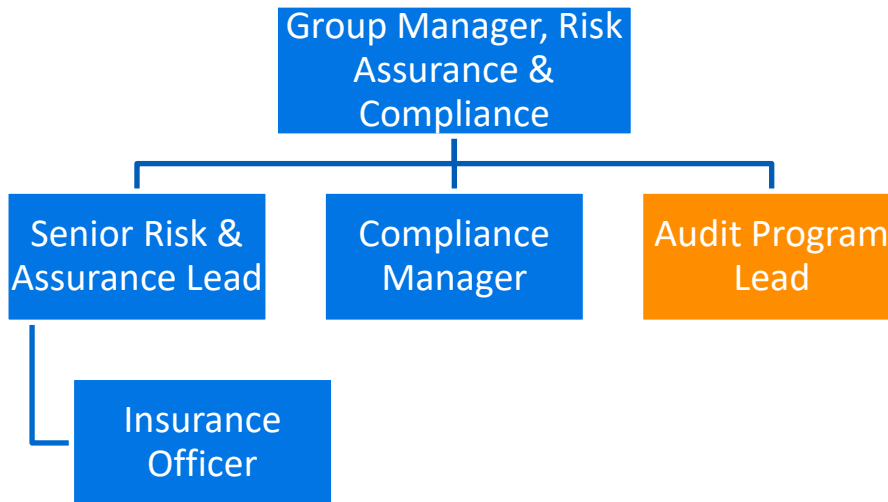
- Big 4 or similar professional services experience.



- Experience in government, utilities or infrastructure sectors.
- Understanding of the *Security of Critical Infrastructure Act 2018* and reporting requirements.

Dimensions

Organisational Chart



Number of people managed:

Will include indirect management of external audit service providers.

Size of budget managed:

Management Systems - \$100,000 approximately
Internal audit / assurance program < \$500k (annual)

Value of Assets managed:

N/A

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.