

Position/s Description

**Audit, Risk and Improvement Lead (POS1010)**

<b>Directorate   Department</b>	Office of the CEO
<b>Reports to</b>	Manager Performance & Innovation
<b>Number of Direct Reports</b>	2
<b>Position Grade</b>	Grade 16   35 hours week
<b>Employment Type</b>	Permanent   Full-time
<b>Primary Location</b>	Civic Place
<b>Date Approved</b>	March 2026

**Our Culture**

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING TOGETHER**



**COMMUNITY FOCUS**



**ACCOUNTABILITY**



**GROWTH & DEVELOPMENT**



**INNOVATION**



**Intent and Primary Purposes of the Position/s**

This is a high-trust responsible role measured by business performance. Its focus includes:

To provide an enhanced governance interface arrangement and methodology with our Audit Risk & Improvement Committee (ARIC) to ensure all actions and activities determined at ARIC are prosecuted throughout the business and aligned to the CSP.

To lead an innovative program of works and strategic actions in support of ARIC towards optimal performance across all of Council's activities.

To respond to Audits (including the findings of the public inquiry) and the advice of the ARIC in actively prosecuting improvements to a range of areas where they have been identified.

This role will identify, prosecute, procure and embed quantitative measurement on all measurable activities of Council, in scope.

<b>Position Outcomes and Accountabilities</b>	
<b>Outcomes Delivered</b>	<b>Performance Standard</b>
Provide an enhanced governance interface arrangement with the ARIC. Support the Manager, Performance and Innovation in fulfilling the functional reporting obligations to ARIC.	The ARIC members acknowledge and can evidence the value of this role and the enhanced governance interface arrangement towards actual outcomes for the business.
Lead and manage the delivery of Council's internal audit and risk management programs.	Ensure alignment of audit and risk activities with Section 428A (2) and (3) of the Local Government Act and the ARIC Charter.
Project Manage strategic audit, risk and improvement projects in support of the CSP ensuring compliance to the Delivery Management Framework (DMF).	Reports are provided to ARIC and to the CEO that demonstrates excellence in the management of projects that are aligned with Council values and delivers to associated KPIs
Work with relevant Directors to contribute to the actions and opportunities derived from the ARIC and delivery of their strategic goals as they relate to performance of their Directorates.	Demonstrate how this role contributed to the wider performance metrics and outcomes for Directorates each calendar year.
Design and deliver a valuable audit model with clear deliverables focused on improvement across multiple business activities. Monitor and report on audit outcomes, risk assessments, and performance indicators.	Delivery of a robust and compliant Audit and Risk Program that meets legislative and ARIC Charter requirements. Ensuring Timely and accurate reporting of audit findings, risk assessments, and performance data.
Build and maintain a high-performing team through effective coaching, support, and development initiatives that promote engagement, accountability, and continuous improvement.	Demonstrates proactive and supportive leadership that builds a cohesive, motivated, and high-performing team. Provides regular coaching and feedback, conducts performance conversations in a timely and constructive manner, and recognises achievements.
Manage and lead the risk management function, framework and plan/s ensuring risks are mitigated proportional to the operational environment.	Ensure that a contemporary CAMMS based risk management database which informs ARIC is optimised and delivers data around multiple exposures ensuring better decision making can be evidenced with regular agreed updates.

Exploiting opportunities in Artificial Intelligence (AI), this role will examine a service model and service delivery via an AI interface providing a benchmark global standard.	Provide a benchmark global performance standard (using AI) which can potentially be exported as a revenue opportunity.
Collaborate with internal stakeholders to promote a culture of accountability and risk awareness.	Proactively partners with internal stakeholders to build trust and promote a culture that values accountability, transparency, and informed risk management. Shares information and guidance clearly, facilitates cross-department engagement, and ensures stakeholders understand their risk responsibilities.

<b>Decision Making Authority and Responsibilities</b>	
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>Operationalising the advice of our ARIC</li> <li>Budget decisions within any project budget</li> <li>Workforce decisions relevant to ARIC</li> </ul>
<b>WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>Based on the project WHS responsibilities as a PCBU or Principal Contractor &amp; aligned with WHS management system</li> </ul>
<b>Enterprise Risk Management Responsibilities</b>	<ul style="list-style-type: none"> <li>Owner and Responsible (RACI)</li> </ul>
<b>Financial Delegation</b>	<ul style="list-style-type: none"> <li>Allocated as applicable</li> </ul>

<b>Key Relationships</b>	
<b>Who</b>	<b>Why</b>
Manager Performance & Innovation	<ul style="list-style-type: none"> <li>Performance Reporting</li> <li>Audits and Risk Management</li> </ul>
Directors	<ul style="list-style-type: none"> <li>Performance/Audit Reporting where that reporting intersects with Directorate requirements and performance.</li> </ul>
ARIC	<ul style="list-style-type: none"> <li>Lead Interface</li> </ul>

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
<b>Essential:</b>	<p>Qualifications, significant demonstrable experience and/or evidence of success, in one or more of the following:</p> <ul style="list-style-type: none"> <li>✓ Compliance</li> <li>✓ Business</li> <li>✓ Project Management</li> <li>✓ Local Government</li> <li>✓ Audit &amp; Risk</li> </ul> <ul style="list-style-type: none"> <li>• Demonstrated expertise in risk management and assessment and implementing mitigations and improvement plans that have successfully addressed high risk issues.</li> <li>• Understanding of audit principles and how to successfully support and work with teams to implement recommendations.</li> <li>• Proven project management experience including ability to manage to milestones and deliver outcomes within budget and on time, including the DMF requirements undertaken at Liverpool City Council.</li> <li>• Demonstrated understanding of the operations of all levels of government, supported by appropriate experience and achievements.</li> <li>• Demonstrated ability to develop and maintain an extensive network of contacts across a range of stakeholder groups including residents, media, government, business and community groups.</li> <li>• Experience in working collaboratively as part of a team, and in cross functional workplace teams, to achieve agreed outcomes including:               <ul style="list-style-type: none"> <li>✓ The ability to work alone with agility</li> <li>✓ The ability to work in a high-trust environment</li> </ul> </li> <li>• Experience, in its application or a demonstrated understanding of the Local Government Act in NSW</li> </ul>
<b>Desirable (if applicable):</b>	<ul style="list-style-type: none"> <li>• Project Management Professional (PMBOK or Prince2)</li> <li>• Qualification in Contract Management or Similar</li> <li>• Qualification in Local Government Management</li> <li>• Lead Auditor Qualifications (IRCA or ASQ )</li> </ul>

**Signature**

*By signing below, I understand the contents and expectations of this position description.*

Name	Signature	Date

**Capabilities for the position**

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

<b>Core Capabilities</b> <i>Applicable to all positions</i>	<b>Description</b>
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
<b>Focus Capabilities</b> <i>Most important to be effective in position</i>	<b>Description</b>
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
<b>People Management Capabilities</b> <i>Required for leadership positions</i>	<b>Description</b>
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.