

Position description

Manager Audit and Assurance

Position title	Manager Audit & Assurance
Position number	201300
Classification level	F
Position type	Permanent
Group	Finance, Procurement and Assurance
Division	Audit & Assurance
Reports to	Group Manager Audit & Assurance
Usual place of work	1010 La Trobe Street, Docklands
Date	August 2026
Conditions	Full-time (flexibility will be considered)

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. As a commercially focused government agency delivering for Victoria, we work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, buildings and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our business is made up of specialist groups including Innovation, Assets Optimisation & Technology, Property and Telecommunications. These are supported by groups that provide strategic, financial and operational services to the organisation.

About the group

This position is based in **Finance, Procurement and Assurance**.

This Group ensures VicTrack's integrity and accountability through financial management, procurement, project governance, audit and assurance. It enables disciplined decision-making, strengthens accountability and optimises the delivery of strategic initiatives to ensure VicTrack's long-term financial sustainability.

About this position

Reporting relationships

The Manager Audit & Assurance reports to the Group Manager Audit & Assurance.

The position is responsible for leading the operational delivery of the Audit and Assurance program and works closely with Group Managers, Executive General Managers and the Audit and Risk Management Committee (ARMC) to ensure effective implementation of the assurance program.

The position has two direct reports:

- Audit & Assurance Analysts

Delegations / Budget

Delegation: The role has a Delegation of Authority up to \$250K.

Budget: Management of the Audit and Assurance function with a budget of up to \$1M.

Purpose of the position

The Manager, Audit & Assurance is responsible for the operational delivery of VicTrack's internal audit, assurance and governance activities, supporting the effectiveness of the organisation's governance, risk management and control frameworks. The role manages the planning, coordination and execution of a risk-based internal audit program, ensuring audits are delivered efficiently, recommendations are practical and outcomes support continuous improvement across the business.

The position will lead, mentor and develop a high-performing Audit and Assurance team while driving a culture of accountability, compliance and continuous improvement.

Working within the third line of defence, the position conducts and oversees independent assessments of control design and operating effectiveness across business functions, identifies opportunities to strengthen controls and performance, and supports management in addressing audit findings through to implementation. The role provides timely analysis, reporting and insights on key risks, emerging issues and assurance outcomes to support informed decision-making by senior management and governance committees. Through strong stakeholder engagement, the role supports a culture of accountability, transparency and continuous improvement throughout VicTrack.

Key accountabilities/functions

Position accountabilities

1. **Leadership and role modelling:** Actively model expected behaviours and values of a high performing organisation and role model consistent leadership by maintaining a regular and meaningful presence in the workplace.
2. **Enterprise collaboration and building trust:** Actively champion and model ways of working that support organisational outcomes and strengthen cross functional ways of working; foster and maintain high trust relationships between teams, peers and stakeholders that contributes to a culture that supports organisational performance and delivery.
3. **Internal audit program delivery:** Lead the end-to-end delivery of the internal audit program, including audit planning, fieldwork, reporting, stakeholder engagement, and resource management; provide leadership, oversight, and review of audit activities

undertaken by direct reports to ensure the delivery of timely, high-quality assurance outcomes.

4. **Independent assurance and control effectiveness:** Manage the development and execution of assurance activities to assess and report on the effectiveness of key operational controls, identify control weaknesses and support continuous improvement.
5. **Audit assurance and review program:** Manage the development and execution of the internal assurance program and report on the effectiveness of key operational controls, identify control weaknesses and support continuous improvement.
6. **Audit reporting and stakeholder engagement:** Manage the day-to-day delivery and operational performance of the internal audit function, overseeing audit reporting and quality review processes, and supporting the Group Manager in providing insights and reporting to Executive leadership and the Audit and Risk Management Committee on key risk, compliance, control, and governance matters.
7. **Remediation oversight and accountability:** Manage the tracking and reporting of audit actions, working with stakeholders to support timely closure and sustainable control improvements.
8. **Compliance and control environment uplift:** Identify control weaknesses and improvement opportunities, supporting initiatives to strengthen compliance, accountability and organisational performance.
9. **Insight and risk intelligence:** Analyse emerging risks, trends and control gaps, providing insights and recommendations to support proactive risk management and continuous improvement.
10. **Audit independence and professional standards:** Maintain independence, objectivity and adherence to internal audit standards, ensuring credibility and integrity of assurance activities.
11. **People leadership and team management capability:** Develop capability, manage performance, build engagement, allocate resources effectively and create a positive team culture that delivers high-quality outcomes while supporting employee wellbeing and growth.
12. **Other Duties As Required:** In line with Section 31A of the *Public Administration Act 2004* (Vic) other duties may be assigned consistent with employment classification, skills, and capabilities.

Key selection criteria

1. **People leadership and cultural capability:** Highly developed leadership and people management skills fostering a high-performance culture aligned to common vision, including modelling expected behaviours; ability to lead a diverse team in a dynamic environment, encourage innovative ideas, build trust, provide support, coach, mentor and guide teams and emerging leaders; and foster a positive and collaborative organisational culture.
2. **Working collaboratively and building trusted relationships:** Demonstrated ability to build a culture of collaboration across organisational teams; looks for and facilitates opportunities to collaborate with internal and external stakeholders; and actively identifies and overcomes barriers to collaboration and engagement in a constructive and empowering manner; builds trust through consistent actions, values and communication.
3. **Performance:** Demonstrated ability to deliver high-quality outcomes and priorities that meet stakeholder expectations. Translates organisational priorities into clear plans,

manages competing demands and risks, and delivers results in a complex and dynamic environment.

4. **Internal audit and assurance expertise:** Demonstrated experience leading the delivery of risk-based internal audit and assurance activities, including audit planning, fieldwork, control testing and reporting. Proven ability to apply sound professional judgement, evaluate governance, risk and control frameworks, engage stakeholders effectively and deliver high-quality, evidence-based outcomes that support organisational improvement.
5. **Governance, compliance and control frameworks:** Demonstrated experience strengthening governance, compliance and control environments within complex organisations; ability to identify systemic issues, assess control effectiveness and contribute to initiatives that improve organisational accountability, risk management and performance.
6. **Analytical and critical thinking:** Highly developed analytical and problem-solving skills, with the ability to assess complex processes and control environments, identify root causes, evaluate risks and develop practical, evidence-based recommendations for diverse stakeholder groups.
7. **Professional independence and influence:** Proven ability to operate with independence, objectivity and professional judgement while building effective relationships across the organisation; ability to provide constructive challenge and influence stakeholders to strengthen controls, accountability and continuous improvement.
8. **Leads people and builds capability:** Demonstrated ability to lead and develop high-performing teams through coaching, mentoring and performance management, fostering an inclusive culture and building capability to deliver operational outcomes in a changing environment.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the Occupational Health and Safety Act, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents

- report any railway safety problems/hazards to your line manager and the Health & Safety team
- safely access the rail corridor.

Individual attributes

Qualifications and experience

1. Tertiary qualification in Commerce, Accounting, Finance or related discipline and professional accreditation (CA/CPA or equivalent) (mandatory)
2. Professional internal audit or assurance qualification (e.g. CIA or equivalent) (desirable)
3. Extensive experience in internal audit, assurance or governance roles within a complex or regulated environment (mandatory)
4. Experience working with Boards or Audit and Risk Management Committees, including preparation and presentation of audit findings (desirable)
5. Experience managing internal audit service providers within required timeframes, scope and budgets (mandatory).

Other position-specific requirements

This role operates as an independent assurance function and is required to maintain objectivity and professional standards consistent with internal audit frameworks.

Proven excellent verbal and written communication skills (mandatory).

Interpersonal and other features

Internal relationships

- Audit and Risk Management Committee
- Executive Leadership Team
- Group Manager Audit and Assurance
- Group Managers and functional leaders
- All VicTrack employees as relevant

External relationships

- Internal audit service providers, external auditors and VAGO
- Regulatory and oversight bodies
- Professional advisory services
- Department of Transport & Planning
- Department of Treasury & Finance

Ordinary hours of work

Ordinary hours of work are Monday to Friday between 6:00am and 6:00pm.

Why work for VicTrack?

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our vision

Working at VicTrack provides people with the opportunity to contribute to creating thriving places and connected communities for all Victorians. Some of the benefits that we provide our people are listed on our website and can be accessed via: [Careers at VicTrack](#)

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*: “To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

1. social and economic inclusion
2. economic prosperity
3. environmental sustainability
4. integration of transport and land use
5. efficiency, coordination and reliability
6. safety, health and wellbeing.