

Position description

Group Manager Audit and Assurance

Position title	Group Manager Audit and Assurance
Position number	201283
Classification level	PESES-1
Position type	Fixed term
Group	Finance, Procurement and Assurance
Reports to	Chief Financial Officer
Usual place of work	1010 La Trobe Street, Docklands
Date	April 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, trams, trains 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.

About the group

Our business is made up of three specialist delivery groups – Innovation, Asset Management & Technology, Property and Telecommunications – supported by the Office of the Chief Enterprise Services Officer, Finance, Procurement and Assurance and the Office of the Chief Executive.

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

Finance, Procurement and Assurance is responsible for ensuring VicTrack's financial sustainability, integrity and transparency. It oversees all financial management and reporting, procurement, project governance, and audit and assurance, to support effective decision-

making, and delivery of strategic priorities.

About this position

Reporting relationships

The Group Manager, Audit and Assurance reports to the Chief Financial Officer.

The role is responsible for leading the Audit and Assurance function and works closely with the Audit and Risk Management Committee (ARMC) to support the effective discharge of its governance and assurance responsibilities.

The position has 2 direct reports managing a team of 8-10 employees.

Delegations / Budget

Delegation: The role has a Delegation of Authority up to \$500K.

Budget: Management of the Audit and Assurance function with a budget of up to \$3 million.

Purpose of the position

The Group Manager, Audit and Assurance is responsible for providing independent assurance over the effectiveness of VicTrack's governance, risk management and control frameworks and environments.

The role leads the management and delivery of a risk-based internal audit program, providing insights and recommendations to strengthen organisational performance, accountability and compliance.

Operating as the third line of defence, the position provides independent assessment of control design and operating effectiveness across all business functions, supporting the Board and Executive to understand and respond to emerging risks and systemic issues, and develop improvements through to implementation.

The role also maintains enterprise-wide information governance, policy control and records management frameworks to support transparency, compliance and effective organisational control.

Key accountabilities/functions

Position accountabilities

1. **Leadership and role modelling:** Actively modelling 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 supports organisational outcomes and strengthens 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 development and execution of a risk-based internal audit program, ensuring coverage of key organisational risks, controls and priorities.

4. **Independent assurance and control effectiveness:** Provide independent assessment of governance, risk and control frameworks, including testing design adequacy and operating effectiveness across business functions.
5. **Audit reporting and Board engagement:** Undertake regular audits of risk and compliance matters and deliver clear, evidence-based audit findings, recommendations and insights to the Executive and Audit and Risk Management Committee, supporting effective governance and decision-making.
6. **Remediation oversight and accountability:** Monitor and report on the implementation of audit recommendations, ensuring timely remediation of control weaknesses and continuous improvement.
7. **Information governance and policy control:** Maintain enterprise information governance frameworks, including policy lifecycle management, records management and controlled document registers.
8. **Compliance and control environment uplift:** Identify systemic control issues and drive improvements to strengthen compliance, accountability and organisational performance.
9. **Insight and risk intelligence:** Provide insights on emerging risks, trends and control gaps, supporting proactive management and continuous improvement across the organisation.
10. **Audit independence and professional standards:** Maintain independence, objectivity and adherence to internal audit standards, ensuring credibility and integrity of assurance activities.
11. **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:** Experience driving and delivering high-quality outcomes and priorities that meet expectations of senior executives; the Board; other key stakeholders including customers. Consistently translating organisational priorities into clear delivery plans, managing risk and resource constraints, and driving measurable results in a complex and dynamic environment.
4. **Internal audit and assurance expertise:** Extensive experience delivering risk-based internal audit programs, including control testing, audit reporting and engagement with Board committees; ability to assess control effectiveness and provide clear, evidence-based recommendations.

5. **Governance, compliance and control frameworks:** Demonstrated experience strengthening governance, compliance and control environments within complex organisations; ability to identify systemic issues and drive improvement in organisational accountability and performance.
6. **Analytical and critical thinking:** Highly developed analytical capability, including the ability to assess complex systems, identify root causes and provide practical, risk-based recommendations to senior stakeholders.
7. **Professional independence and influence:** Proven ability to operate with independence and objectivity while building effective relationships; ability to provide constructive challenge and influence senior stakeholders to drive accountability and continuous improvement.

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 external auditors 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
- Chief Financial Officer
- Group Managers and functional leaders
- All VicTrack employees as relevant

External relationships

- External auditors and VAGO
- Regulatory and oversight bodies
- Professional advisory services
- Department of Transport and Planning
- Department of Treasury and 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.