

Position Description



Role title	Senior Risk & Audit Analyst	Last reviewed	May 2026
Division	Commercial and Business Services	Team	Finance Control and Business Services
Reports to	Manager, Risk and Compliance	Classification	
Direct reports	Nil		

Role Purpose

Conduct expert analysis and reporting of business risk management, internal audit requirements and systems and provide specialised and technical advice to stakeholders. Coordinate internal audits through effective stakeholder engagement within the organisation and outsourced internal auditors.

Key Accountabilities

- Deliver an effective, risk-based internal audit function by partnering with the business to develop internal audit plans and scope and act as a key conduit with outsourced internal auditors.
- Collate management actions to internal audit report findings and develop tracking mechanisms to ensure actions are considered and completed.
- Provide advice, support and recommendations to key stakeholders to ensure the effective management of risk and internal audit requirements.
- Identify regulatory risk, compliance and operational issues, implement strategies and solutions, and conduct quality testing to proactively address risk.
- Embed a consistent, organisation-wide approach to risk management by partnering with Executive leadership and project teams to maintain regularly reviewed risk registers and ensure effective application of the Risk Management Framework.
- Build organisational capability in risk and audit by delivering targeted training and support and optimise the effective use of Riskconnect to enable consistent compliance with risk management requirements.
- Research, analyse and interpret legislation, and apply relevant policies and procedures to achieve positive risk and audit outcomes.
- Assist in managing key frameworks including risk, providing advice on specialised requirements to ensure policies and practices reflect business operations and whole of government requirements.
- Prepare a range of professional documents including, but not limited to, Finance Risk and Audit Committee, Executive and Board papers and Ministerial Briefings, reports and agendas, including collecting and collating information to meet business goals and reporting obligations.
- Provide preliminary legal input and research on risk matters and liaise with the Crown Solicitor when more formal legal advice is required.
- Other duties as required.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Managing workload amid increasing risk management and internal audit demands and ensuring that obligations are met in a timely and accurate manner without compromising the quality of risk activities or other work responsibilities.
- Adapting and finding alternative solutions upon the introduction of advanced technology or automation tools to streamline risk processes and enhance efficiency.

Qualifications and Technical Requirements

- Tertiary qualification in a relevant discipline (Risk Management, Finance, Accounting, Compliance, Law) is highly desirable.
- Experience in a similar role, ideally in a government agency.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework.
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Accomplished	<ul style="list-style-type: none"> • Simplify and communicate complex and technical information into understandable and approachable messages. • Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations. • Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit. • Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.

Strategy and Growth	Lead yourself	Accomplished	<ul style="list-style-type: none"> • Understand and articulate the challenges and issues facing stakeholders. • Show clear linkage between the problems needing resolution and the solutions developed. • Be able to communicate the primary benefits of different solutions or paths of action. • Demonstrate consideration for sustainability and environment impacts when discussing solutions.
Innovation and Agility	Be flexible	Accomplished	<ul style="list-style-type: none"> • Show awareness of broader implications of changing priorities and communicate with and support impacted stakeholders. • Promote change as opportunities for staff to develop new skills or gain experience. • Develop changes to processes and systems to meet changing needs and ways of working. • Engage with broad stakeholder groups through a variety of means as needed to best achieve the outcomes required.
Solutions Focused	Prioritise and plan	Accomplished	<ul style="list-style-type: none"> • Break down Renewal SA’s strategic planning to discrete work activities required to achieve the outcomes. • Lead your teams’ planning activities to deliver against the strategic objectives on time and budget. • Drive the creation of integrated schedules defining team member’s roles, timeframes and stakeholder or other interdependencies. • Lead teams to update schedules and plans where significant changes or impacts to objectives are required.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.

