

Position details

Title of Position:	Senior Assurance Advisor
Reports to (position title):	Manager Risk, Governance & Assurance
Division:	Assurance
Function:	Risk, Governance & Assurance
Number of Direct Reports:	Nil
Grade:	6

Health, Safety & Wellbeing

ElectraNet is committed to a Safety-First culture and a work environment promoting the health, safety and wellbeing of all workers. To sustain this culture, all leaders are required to implement and maintain the areas of ElectraNet's safety management system under their control, where the health, safety and wellbeing of all workers comes first while ensuring full compliance with all legislative and policy requirements.

All employees are required to contribute to the Safety-First culture by exercising their duty of care to themselves and one another, by working safely, by adhering to all reasonable safety and security instructions, by using all equipment provided in accordance with safe and secure work methods and by promptly reporting any unsafe working practices, hazardous working conditions or security threats.

Position Overview

Reporting to the Manager Risk, Governance & Assurance, the Senior Assurance Advisor provides senior specialist expertise across ElectraNet's assurance activities, with a primary focus on leading significant assurance workstreams, coordinating complex audit and assurance activities, and supporting the uplift of business practice.

Working collaboratively across ElectraNet and with external partners, the role provides trusted advice to leaders and stakeholders, supports the development and continuous improvement of assurance and governance frameworks, and helps ensure assurance activities are aligned to organisational priorities, accreditation requirements and legislative obligations. The role contributes to the planning and delivery of integrated assurance activities, reporting, action management and business improvement initiatives.

Success in this role is characterised by strong technical judgement, sound business acumen, high-quality delivery of complex work, and the ability to influence outcomes, coach stakeholders and strengthen assurance, governance and risk practices across the business. The role operates with a high degree of autonomy within agreed priorities and is expected to produce practical, evidence-based and fit-for-purpose outputs.

Key Responsibilities**Strategic Contribution**

- Contribute to RGA planning and priority setting by providing analysis, practical recommendations and specialist input on assurance, governance, compliance and risk priorities.

- Support the continuous improvement of ElectraNet's assurance and governance frameworks, methodologies and processes through analysis, consultation, drafting and implementation support.
- Provide informed advice to leaders and stakeholders on assurance themes, control effectiveness, emerging issues and improvement opportunities to support well-governed decision-making.

Operational & Technical

- Lead assigned audit, assurance and governance workstreams end-to-end, including planning, stakeholder engagement, evidence coordination, quality review, reporting and action follow-up.
- Coordinate internal and external assurance activities within agreed scope to ensure assurance engagements are efficient, risk-informed, aligned to business need and deliver value to ElectraNet.
- Support the development, implementation and ongoing improvement of the Integrated Assurance Schedule and broader assurance planning activities to improve visibility, coordination and delivery of assurance across the business.
- Provide senior specialist advice on assurance, audit readiness, control effectiveness, non-conformance management and improvement actions to leaders, employees and relevant stakeholders.
- Support the integration of assurance activities with ElectraNet's accreditation and compliance requirements, including relevant ISO standards and other business or regulatory obligations.
- Develop, analyse and report relevant assurance, governance and compliance measures, trends and insights, including reporting on audit outcomes, non-conformances, corrective actions and emerging themes.
- Contribute to the review and improvement of RGA directives, procedures, frameworks and tools by providing drafting support, technical input, consultation and practical implementation advice.
- Facilitate workshops, coaching and guidance to improve stakeholder understanding of assurance, governance, controls, compliance obligations and continual improvement practices.
- Apply sound judgement to identify material issues, risks, adverse findings or emerging themes and escalate significant matters to the Manager Risk, Governance & Assurance as appropriate.
- Contribute to broader RGA initiatives and team priorities, including business planning, continuous improvement and cross-functional collaboration, as required.
- Act with authenticity and professionalism; apply commerciality and sound business judgement to deliver practical, evidence-based and fit-for-purpose outcomes.
- Perform other duties, commensurate with skills and classification level, as requested.

Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.

- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

Significant Working Relationships

- All ElectraNet Divisions
- Senior leaders and managers across ElectraNet
- Risk, governance, audit and compliance stakeholders
- Internal and external audit and assurance providers
- Business owners and action owners accountable for control and improvement activities

Equipment & Technology Used

- Microsoft Office suite of products.
- ElectraNet Enterprise Risk Management system, PSA and SAP.

Selection Criteria

Knowledge & Experience

Essential

- Demonstrated substantial experience in audit, assurance roles in a complex corporate environment (as a guide, minimum 8+ years).
- Demonstrated ability to lead complex audit, assurance or governance activities or work programs with a high degree of autonomy.
- Strong knowledge of assurance frameworks, audit methodology, control effectiveness, non-conformance management and continual improvement practices.
- Demonstrated experience in managing or supporting integrated assurance, compliance or audit programs, including planning, execution, reporting and action management.
- Knowledge of operational requirements of relevant ISO standards and experience supporting accreditation, compliance or external assurance requirements.
- Well-developed analytical, research, investigation and problem-solving skills, including the ability to identify themes, interpret findings and develop practical recommendations.
- Highly developed written and oral communication skills, including the ability to prepare clear reports, papers and recommendations and to credibly communicate and influence outcomes at all levels of the organisation.
- Demonstrated ability to build collaborative and productive relationships with internal and external stakeholders and to influence outcomes without direct authority.

- Demonstrated ability to provide coaching, guidance and capability uplift to stakeholders in assurance, governance, control and compliance practices.
- Sound understanding of risk management and control principles, with the ability to apply commercial and risk-based judgement to complex issues.
- Demonstrated ability to manage competing priorities, work independently, exercise discretion and maintain a high standard of professional integrity in dealing with sensitive matters.
- Basic understanding of the major components of an electricity network, with electricity industry experience considered an advantage.
- Flexible approach to working hours and after-hours commitments.

Desirable

- Demonstrated experience in enterprise risk, governance or compliance frameworks.
- Demonstrated ability to apply auditing standards and professional judgement to resolve complex issues and provide practical recommendations.
- Experience in interpreting legislation, standards, policies or directives and translating requirements into practical business actions.
- Demonstrated ability to apply a high standard of professional curiosity, critical analysis and constructive challenge.
- Experience contributing to business planning, integrated assurance planning or continuous improvement initiatives.

Qualifications

- Tertiary qualifications in a relevant discipline or equivalent practical experience (essential).
- Lead auditor qualification and/or relevant assurance, audit, risk or governance certification (desirable).
- Post graduate qualifications in business, risk, governance or a related discipline (desirable).

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.