

Position Description – *Senior Risk and Audit Specialist*

Updated 21/09/2026

POSITION DETAILS	
College/Portfolio	Corporate Services
Organisational Unit	Information and Digital Services (IDS)
Supervisor (Title)	Senior Information Security Audit & Risk Lead
Classification	Higher Education Officer Level 8
Employment Type	Continuing, Full-Time

POSITION SUMMARY
Under broad direction, the role is responsible for supporting the development and continuous improvement of IDS governance and risk frameworks, models and supporting policies, processes, and standards. The role is also responsible for working with the Senior Information Security Audit & Risk Lead, relevant leadership team members, IDS leads and teams, and university stakeholders to ensure IDS governance and risk is managed in a consistent, timely and appropriate manner. The role will also undertake secretariat duties for the most IDS governance committees for operational and capital management and support the committees on actions, initiatives and communications related to these committees.

UNIVERSITY EXPECTATIONS AND VALUES
All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to: • demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.



Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

KEY POSITION RESPONSIBILITIES

Management & Support

1. Supporting and evolving IDS risk and governance frameworks, models and related policies, processes, and standards to support operational outcomes.
2. Providing reporting and support to relevant governance forums, IDS leads and other key stakeholders to ensure that IDS risk, audit and compliance activities are aligned with the IDS governance and risk frameworks, models and supporting policies, processes and standards.
3. Providing advice and guidance for project and activity planning to ensure alignment with IDS risk, audit and compliance frameworks, models and supporting policies, processes and standards.
4. Collaborating with and supporting IDS teams and stakeholders to deliver their respective audit and risk responsibilities.
5. Working closely with IDS teams and stakeholders to ensure team risk and audit activities are included in activity planning and aligned with the strategic and operational objectives of IDS customers.

Knowledge & Excellence

6. Contributing to the development and management of the governance and risk model for IDS related activities and projects to support the ongoing review and prioritisation of IDS risk, audit, and compliance related activities.
7. Contributing to the development, evolution and management of governance, risk, audit and compliance management frameworks and associated processes.

Risk, Governance & Ways of Working

8. Identifying, managing and mitigating risks related to the activities being undertaken by the role in line with IDS and Flinders University policies and procedures.
9. Ensuring compliance with all relevant IDS and Flinders University policies and procedures. Ensuring compliance with all relevant IDS and Flinders University policies and procedures.

Other Responsibilities

10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

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KEY POSITION CAPABILITIES

- Progress towards postgraduate qualifications and extensive relevant experience, or an equivalent combination of experience and/or education and/or training.
- High level judgement, planning and analytical skills to support outcomes and meet the University's strategic goals.
- Broad experience in building and managing customer relationships and expectations.
- Broad experience in agile ways of working including exposure to scaled agile methodologies and/or collaborating and delivering through a matrix structure.
- High level self-improvement and growth mindset/approach to the role and as part of a wider team.
- High level interpersonal influence and relationship management skills, including demonstrated ability to negotiate and communicate effectively with staff and customers across a diverse organisation particularly during the design, management and implementation of customer solutions.
- Broad experience in risk and governance related roles with a focus on managing risk frameworks, risk reporting and governance models.
- Experience implementing and managing ISO 9001 and/or ISO 27001 compliant frameworks and processes (Desirable) .
- Higher education experience (Desirable).

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