

The Opportunity.

The Judicial College of Victoria (the College) is seeking expressions of interest from suitably qualified and experienced individuals for appointment to the Audit & Finance Committee as an Independent Member.

About the College.

The College is where the Victorian judiciary come for ongoing education and professional development. The College also publishes a suite of highly valuable legal resources. The College exists to inform and enrich the Victorian judiciary. Everything we do, whether in-person or online, is designed to impart deep knowledge and insight. We support judges, magistrates, coroners and tribunal members to develop the skills they need to perform at their best.

By carefully curating our learning experiences, we help judicial officers maximise every precious hour they can devote to education. Consistent with our collegiate foundations, we also bring judicial officers together so they might share their collective wisdom with each other. We also connect them with leaders from an array of other disciplines who can offer different perspectives.

Organisational dimensions

- Establishing statute [Judicial College of Victoria Act 2001](#)
- Strategic direction 2022-2025 [Murmuration: Adapting to the winds of change.](#)
- Annual Report [2021/22 Annual Report](#)
- Key metrics Budget under \$5M; workforce approximately 30 FTE

Governance.

The College is an independent statutory authority governed by a Board of Directors. The Board is chaired by the Chief Justice of the Supreme Court of Victoria and comprises the heads of the six Victorian jurisdictions and up to four Governor-in-Council appointees.

Audit & Finance Committee

The Audit & Finance Committee is established by and reports to the Board. The role of the Committee is to:

- Provide advice and oversight as delegated by the Board, in particular with respect to:
 - Financial performance and reporting processes, including the annual financial statements
 - Scope of the work, performance and independence of external audit
 - Operation and implementation of the risk management framework
 - Effectiveness of systems and controls
 - Monitoring compliance with laws and regulations
- Assist the Board in the effective discharge of the responsibilities prescribed in the *Financial Management Act 1994*, the *Audit Act 1994* and other relevant legislation as well as the *Standing Directions 2018*, Australian Accounting Standards and prescribed requirements
- Provide reasonable assurance to the Board that the College is operating in an efficient and economical manner, within an appropriate internal control and risk management framework
- Provide independent comment, advice and counsel to the College, on matters considered by the Committee at its regular meetings.

Skills and capabilities.

Essential: The successful candidate will have:

- **Financial literacy** – the ability to read and understand financial statements including the balance sheet and cash flow statement, financial reporting directions and budget memoranda, and the ability to ask relevant questions about them and interpret and evaluate answers;
- **Relevant industry or business experience;**
- **Independence** – an enquiring mind, objectivity and independence of judgement;
- **Values and behaviours** – demonstrated commitment to integrity, accountability, and respectful debate;
- **An understanding of Audit Committee functions.**

Desirable experience: The following experience will be highly regarded:

- Executive level experience within government and/or the justice system; and/or
- Robust understanding of risk management in the public sector.

Other matters.

The commitment

The Committee meets five times per year. Committee meetings are conducted during business hours and are held onsite at the College's premises at 181 William Street, Melbourne (hybrid attendance available).

Position available from September 2023. The initial term of appointment will be up to three years.

An induction will be provided to ensure the successful candidate has the requisite understanding of the College's structure, operations and business to enable them to discharge their responsibilities.

Remuneration

Committee Members receive modest sitting fees for each meeting attended. Remuneration fees are set in accordance with the Department of Premier & Cabinet *Appointment and Remuneration Guidelines*. Note: current substantive employment within the Victorian Public Service may preclude eligibility for remuneration.

How to apply

To apply, please submit the following material via email to officeofthceo@judicialcollege.vic.edu.au

1. **Curriculum vitae** (including current memberships of Victorian Government public entities, statutory bodies, or advisory committees; and current memberships of non-government bodies eg. boards, committees, councils or community groups)
2. **Cover letter** addressing relevant skills, experience and suitability for this position
3. Completed **skills self-assessment** (form attached).

Applications close: 5:00pm on Friday, 22 September 2023



**Judicial
College of
Victoria**

Important Information

The College is an independent statutory authority. College staff are employed by the Chief Executive Officer of Court Services Victoria (CSV) as the relevant public service head.

We have a firm commitment to increase participation of Aboriginal and/or Torres Strait Islander people across our workforce. Through our commitment to diversity and equality, we are actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported.

We are committed to providing and maintaining a working environment which is safe and without risk to the health of our staff. All appointments are subject to satisfactory probity checks including:

- Reference checks
- National Criminal History Record Check
- Declaration in respect of any prior professional disciplinary action and relevant financial matters.

The successful candidate will be subject to an ongoing obligation to disclose actual or perceived conflicts of interest.

www.judicialcollege.vic.edu.au