

## AUDIT LEADER POSITION DESCRIPTION

Position	Audit Leader
Location	This role is based in Sydney. This role will also require the employee to travel to project sites throughout NSW and potentially interstate for audits and site inspections.
Reporting Lines	The Audit Leader will report to the Risk, Audit and Compliance Practice Lead.
Purpose	Audit Leaders at WolfPeak are senior leaders in delivery, client relationship management, and technical excellence. They lead complex audit projects and teams, provide high-level guidance and quality assurance, and actively support business development. In this role, they influence strategic direction, build capability across the team, and foster client partnerships that drive sustainable growth
Core Responsibilities	<p><b>These responsibilities describe the day-to-day expectations of the role. They include key deliverables across project work, collaboration, client engagement, and internal contribution.</b></p> <p><b>Project Leadership and Technical Delivery</b></p> <ul style="list-style-type: none"> <li>• Lead the delivery of complex, high-impact, or strategic audit projects.</li> <li>• Provide technical oversight, direction, and quality assurance across audit project teams.</li> <li>• Apply deep technical expertise to ensure rigorous, fit-for-purpose solutions.</li> <li>• Lead audit planning, consultation, site inspections and interviews and document and records review to support audit findings</li> <li>• Complete audits in accordance with the technical requirements and relevant standards and guidelines</li> <li>• Analyse findings and prepare accurate audit reports</li> <li>• Apply internal systems and templates to ensure consistent, high-quality outputs</li> </ul> <p><b>Client Partnership and Business Development</b></p> <ul style="list-style-type: none"> <li>• Build and maintain long-term, trusted client relationships.</li> <li>• Identify and secure new work; contribute to bids, proposals, and tenders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Partner with Practice Leads to grow client accounts and explore new markets.</li> <li>• Develop and maintain a professional profile with key clients and the environmental and safety community generally</li> </ul> <p><b>Team Development and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Mentor and coach less experienced team members through on-the-job learning.</li> <li>• Champion collaboration across project teams and practice areas.</li> <li>• Support team resourcing and project delivery across regions.</li> </ul> <p><b>Strategic Contribution</b></p> <ul style="list-style-type: none"> <li>• Contribute to strategic planning, business performance, and growth initiatives.</li> <li>• Balance project delivery with commercial awareness and internal improvement efforts.</li> </ul>
<b>Key Skills and Attributes</b>	<p><b>This section defines the typical background, technical skills, and industry understanding required to succeed in the role. It reflects both formal qualifications and on-the-job experience.</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Engineering, Environmental Science, Science or a related field</li> <li>• Exemplar Global certified Lead Auditor</li> <li>• Working knowledge and understanding of NSW environment and planning laws, guidelines and policies</li> <li>• Over 10 -15+ years of experience in the infrastructure, manufacturing, development or mining sectors</li> <li>• Excellent written and oral communication skills combined with top-notch analytical skills</li> <li>• Ability to clearly confidently and clearly communicate and present audit findings and recommendations and to clients</li> <li>• Appetite for continuing development of skills and expanding knowledge and experience</li> </ul> <p><b>Desirable Skills</b></p> <ul style="list-style-type: none"> <li>• Experience with environmental management systems development</li> <li>• Experience undertaking safety audits</li> <li>• Knowledge of WHS Regulations and WHS Management Systems e.g. ISO 45001 Standard</li> <li>• HSEQ management systems development</li> </ul>

	<ul style="list-style-type: none"> <li>• Proficient user of Microsoft Office Suite in particular Word and Excel</li> <li>• Seeking professional development to advance into audit leadership roles</li> </ul>
<b>Attitudes and Mindsets</b>	<p><b>This section outlines the qualities, behaviours, and mindset that support success in the role. It includes how the individual shows up, engages with others, and contributes to team culture.</b></p> <ul style="list-style-type: none"> <li>• Client-focused and outcomes-driven with strong commercial insight</li> <li>• Strong problem solving mindset</li> <li>• Committed to technical excellence and quality delivery</li> <li>• Collaborative and team-oriented with a mentoring mindset</li> <li>• Open to feedback, adaptable, and proactive in the face of ambiguity</li> <li>• Strategic and business-aware, contributing beyond immediate project scope</li> <li>• Values connection and cohesion across dispersed teams</li> </ul>