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| DCC Logo 09 Outl B&WRole Profile  Section 1 | | | |
| **Job Title** | Chief Internal Auditor & Corporate Fraud Manager | **Service** | Resources |
| **Grade** | Band 1 | **Service Area** | Internal Audit & Risk |
| **Reporting to** | Corporate Director Resources | | |
| **Politically Restricted** | The Council has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. | | |
| **Disclosure & Barring Service** | This post is subject to Basic Disclosure. | | |
| **Purpose of the job:**  The post holder is responsible for providing strategic leadership, and will set the priorities, policy and direction of the team (Internal Audit, Risk & Fraud) aligned to Corporate and Service priorities. They will contribute to the wider service area management team and will lead by example in terms of embedding the vision, values and behaviours of the council.  They will assume a corporate remit as appropriate and will engage with other service areas to achieve better outcomes for the council.  They will provide annual, independent assurance over the council's governance, risk management and control arrangements | | | |
| **Key Result Area – Corporate**   * To drive organisational change by championing organisational benefits and seeking to embed the application of the council’s core values of People Focused, Outcome Focused and Innovation and Empowerment which are built around a ‘One Council’ ethos; * To strengthen and develop the culture of the council and promote the implementation of a ‘One Council’ approach. To support and seek out collaborative opportunities across the service, within the wider council and with appropriate partners.   **Key Result Area – Leadership**   * To provide clear and visible leadership in a positive working environment; * Contribute to the overall plan for the service, taking the lead role and advising on specialist areas of responsibility; * Manage corporate and service projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-service and matrix working.   **Key Result Area – Service Delivery**   * Ensure service delivery is maintained in line with the corporate service design principles and establish the most effective level of service delivery attainable within the resources available; * Develop and embed demand-side customer driven service design (‘outside-in’) * Establish effective workforce planning arrangements which support medium to long term service delivery and take into account not only the human resource factors, but ties this in to overall strategic plans, financial and budget considerations, environmental issues and legislative requirements/regulations and governance; * Contribute as appropriate in the identification of commercial opportunities that can modernise service provision, improve service delivery and deliver MTFP savings options. | | | |
| **Key Result Area – Generic Management**   * Manage employees, relevant budgets and team/individual performance in accordance with council procedures and objectives * Use workforce planning data to inform the appropriate interventions for employee development and encourage progressions, as appropriate; * Establish effective lines of communication and build working relationships with the team based around trust and empowerment; * Effectively engage with the team/individual employees to make decisions within the remit of their work, to challenge appropriately and to think ‘outside the box’ in terms of improving service delivery; * Lead by example in relation to continuous professional development; * Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity and service delivery; * Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate; * Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.   **Key Result Area – Job Specific**   * Manage the provision of a range of corporate assurance services, including Internal Audit, fraud prevention, detection and investigation, risk management, governance and insurance services; * Lead the strategic management and development of the internal audit function to ensure that the service is efficient, effective and operates in compliance with professional quality assurance standards as set out in the Public Section Internal Audit Standards and the accompanying Local Government Application Note; * Lead the strategic development and promotion of the Council’s Counter Fraud and Corruption Strategy to prevent, detect and investigate fraud. * Lead on strategic corporate fraud initiatives to embed a strong counter fraud culture across the whole of the Council and its stakeholders to create an effective, robust pro-active and reactive response to the fraud risk; * Lead corporate support to the development, embedding and maintenance of robust risk management arrangements across the whole of the Council, ensuring support is provided to management in the identification, recording and managing of risks within its operation including projects, partnerships and procurement; * Lead the strategic development of the Council’s insurance strategy to minimise the Council’s exposure to financial risk; * Lead the strategic development of the Council’s Local Code of Corporate Governance, assurance framework and assurance maps to support Resources Management Team’s responsibility to produce the Council’s Annual Governance Statement; * Act as lead officer for the Council’s Audit Committee ensuring that the committee operates effectively in accordance with the Committee’s terms of reference and best practice; * Lead on the provision of assurance and guidance to the Corporate Management Team and all aspects of governance, risk management and internal control, including insurance and counter fraud related issues to deliver the Council’s strategic objectives; * Lead on the strategic development and monitoring of the effectiveness of the Council’s Whistle Blowing Policy; * Provide a key link between the Council and its external auditors, establishing a co-ordinated and cost effective approach, working jointly where appropriate and providing support to External Audit in the delivery of their plan and ensuring that reliance can be placed on the work of Internal Audit.   The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post, as directed by the Head of Service. | | | |

Section 2

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|  | **Corporate** | **Service** | **Method of Assessment** |
| **Qualification** |  | * Certified internal auditor qualification and full current membership of the Chartered Institute of Internal Auditors   Or   * Professional qualification and current membership of one of the Consultative Committee of Accountancy Bodies (CCAB) institutes   Or   * equivalent qualification and professional membership | * Application form * Selection process * Pre-employment checks |
| **Experience** | * Experience of implementing and managing change and business transformation, proactively pursuing continuous improvement; * Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies; * Proven ability to manage a significant budget and meet financial efficiencies; * Working with Members and Senior Officers, advising on specialist areas of responsibility; * Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development; * Experience of managing complex projects and matrix management; * Experience of implementing and delivering partnership working with both internal and external partners. | * Extensive strategic experience for the management of all aspects of counter fraud, including undertaking fraud investigations in accordance with relevant legislative requirements; * Demonstrable substantial post qualification experience in an internal audit/assurance environment at a senior level; * Delivering advice and guidance at a Corporate/Service Management Team level on audit, internal control, risk management, governance, insurance and counter fraud related issues; | * Application form * Selection process * Pre-employment checks |
| **Skills and Knowledge** | * Project management, business transformation and change management skills; * Ability to think analytically, strategically and creatively and to influence and manage change across management and professional boundaries; * Understand and promote the application of digital technology to support and enhance service delivery; * The ability to identify and exploit commercial opportunities for the benefit of the community and the council; * Understand and apply the ‘One Council’ ethos and the values which underpin it; * The ability to delegate effectively; * Understand the strengths, motivations, aspirations and areas for development within the team and use this information to build resilience, manage talent and form positive working relationships built on trust which will empower, challenge and develop the team; * Understand what constitutes good workforce planning and establish effective workforce planning arrangements which support medium to long term service delivery; * Understand and apply the service design principles to ensure the most effective level of service delivery is maintained within the resources available; * Problem solving and budget setting skills; * Understanding of LEAN methodology; * Political and cultural awareness and an understanding of the political context and environment of Local Government; * Strong communication and presentation skills; * Knowledge and understanding of Local Government statutory requirements. | * Knowledge of public sector internal audit standards, counter fraud initiatives and developments, corporate risk management and insurance; * Knowledge of legislation and regulations which impact on the delivery of assurance services including housing benefit and corporate counter fraud activity, RIPA, PACE, POCA etc; | * Application form * Selection process * Pre-employment checks |
| **Personal Qualities** | * Professional in approach; * Strategic thinker; * Personal commitment; * Flexible approach to work; * Well organised and self-motivated; * Resilient with strong self-awareness. |  | * Application form * Selection process * Pre-employment checks |