

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Head of Audit and Risk Management

Internal Audit and Risk Management, Finance Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Head of Audit and Risk Management is responsible for leading and providing the delivery of an effective Internal Audit, Counter Fraud, Internal Controls and Risk Management function across West Northamptonshire Council.

The postholder will direct and oversee the continuous improvement and oversight of specialist resource, operation of effective quality assurance, developing and implementing risk-based internal audit plans and providing advice and guidance on risk management, internal controls, anti-fraud and corruption and internal audit.

Accountable to:

The postholder will fulfil the role of Chief Internal Auditor in accordance with the Public Sector Internal Audit Standards and act as the key advisor to the S151 officer and the Audit and Governance Committee

Responsibilities:

1. To support the continued development of the strategy and vision for Internal Audit to ensure that the function is able to keep pace with an evolving business
2. To develop Internal Audit's capability through strong leadership and coaching, supporting the training and development of the team as well as the wider leadership team, to meet the current and future needs of the Council.
3. To review and challenge the planning and delivery of major change projects and programmes, operational changes or major capital expenditure
4. To lead risk-based audits of functions, processes and business areas, supervise input from internal and specialist resource, ensuring the quality and timeliness of audit planning, fieldwork, data analysis, audit working papers and reporting
5. To coordinate with, and provide oversight of, other control and monitoring functions e.g. risk management and compliance.
6. To implement strong standards and practice for the internal audit function in complying with the Public Sector Internal Audit Standards (PSIAS) statements of principles and Code of Practice for Internal Audit in local government
7. To Provide well researched reports and opinions on the overall system of governance, risk management, internal control and culture of specific processes.
8. To identify gaps or weaknesses in controls or control processes and propose remedial action commensurate with the nature and complexity of risks the Council is exposed to
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Confidence and ability to successfully manage the Internal Audit function and utilise available resources to maximum effectiveness	E	A, I,
Well-developed communication skills (both written and oral) including: <ul style="list-style-type: none"> • Effective liaison with officers, members, and external agencies • Ability to write clear concise technical reports • Strong interviewing skills • Ability to undertake presentation and training initiatives utilising IT facilities 	E	A,I
Ability to work in a manner that will ensure the delivery of the strategic and annual audit plans within defined timescales.	E	A,I
Ability to effectively impact on Directors to ensure that recommendations arising from audits are monitored and implemented as necessary	E	A,I
Able to present reports and information in a variety of formats including graphical/statistical analysis and other computer-based techniques	E	A,I
Able to work under pressure, capable of responding to situations and managing conflicting priorities	E	A,I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E	A,I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Sound knowledge of the standards and best practice set out in the Public Sector Internal Audit Standards and Code of Practice for Internal Audit in local government.	E	A,I
Appreciation and understanding of a wide range of financial issues as they affect local government and the audit issues arising from these	E	A,I
Detailed knowledge and experience in organising, managing and controlling a wide range of audit projects including those of a technical nature and maintaining comprehensive project control information	E	A,I
Sound knowledge of the various Council services (including the statutory provisions governing them)	D	A,I
High-level knowledge of specialist disciplines (e.g. computer audit, project management and fraud investigation).	D	A,I

Relevant experience:	Essential / Desirable	Measured by
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Significant management experience at a senior level within an Internal Audit service, ideally within the public sector	E	A,I
Experience of audit planning at a strategic level involving the preparation of long-term audit plans utilising risk analysis	E	A,I
Political awareness with proven experience of building positive relationships with elected members to balance political drivers with strategic priorities	E	A,I
Experience of creating a culture of learning, to maintain a capable and high performing workforce	E	A,I
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Experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver	E	A,I
Experience of leading and delivering successful organisational and cultural change programmes	D	A,I
Experience of attendance at meetings, project groups and working groups as a representative of the Executive Director of Finance	D	A,I
Some experience of leading/undertaking significant fraud enquiries would be advantageous	D	A,I

Education, training and work qualifications:	Essential / Desirable	Measured by
CCAB Accountancy Qualification (e.g. CIPFA) or MIIA (Institute of Internal Auditors) or experience commensurate with these qualifications	E	A,I
Evidence of continuing Professional Development	E	A,I
Management qualification (E.G. DMS, MBA)	D	A,I
Degree educated or equivalent by experience	D	A,I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square, Northampton
Job family band:	12	Worker type:	Flexible
Salary range:	[£80,513 - £86,631 (includes agreed 2023-24 pay award)]	Budget responsibility:	Approximately £850,000
People management responsibility:	Excluding this role there are 15 members of staff or 14.43 full time equivalents		

Working conditions & how we work:

The role is flexible with the ability for the postholder to be able to work in the main offices at One Angel Square, Northampton, other offices in Northampton, Daventry and Towcester and working remotely from home.

The work is largely administrative work with little manual handling required.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

