

Deputy Head of Internal Audit - Job Description

Job Title: Deputy Head of Internal Audit

Service: Internal Audit & Risk Management

Directorate: Strategy & Partnerships

Grade: P4

Overall purpose of the job

The Deputy Head of Internal Audit role reports directly to the Head of Internal Audit & Risk Management and will have a high level of responsibility in the provision and development of a proactive and dynamic Internal Audit service. The post holder will be a forward-looking, innovative and business thinking professional with significant experience in the delivery of Audit Plans. S/he will have the ability to deputise for the Head of Internal Audit & Risk Management where appropriate and will need to have the capacity to operate in a highly visible role.

The Deputy Head of Internal Audit will direct and supervise a team of staff to deliver the allocated Audit Plan on time, to budget and to quality standards. They will line manage staff, supporting their development so that they reach their potential and maximise their contribution. They will deliver reliable and effective independent assurances to Cambridgeshire County Council and its stakeholders, considering the extent to which the governance arrangements are fit for purpose and operating well in practice.

More specifically, the key objectives of the role are to manage and complete a portfolio of work in order to:

- Provide an independent and evidence-based assurance to management and other stakeholders that their key risks are being managed effectively.
- Evaluate the effectiveness and proportionality of governance arrangements in place to ensure key system objectives are achieved.
- Ascertain the extent of compliance with key procedures, policies, regulations and legislation adopted by, or imposed upon, the organisation.
- Identify where weaknesses in internal control could lead to inefficiency, waste, fraud or irregularity.
- Recommend effective and proportionate governance improvements to better mitigate risks associated with Corporate, directorate and service objectives.
- Lead on the continuous improvement of the Internal Audit & Risk Management section, ensuring that all aspects of quality as per the Public Sector Internal Audit Standards (PSIAS) are being continually addressed.
- Ensure that effective risk management systems are in place that contribute to maintaining and enhancing the efficiency, integrity and probity of Council services and functions and their overall value for money to customers and taxpayers, as well as minimising the exposure to risk and uncertainty.

The Deputy Head of Internal Audit is also likely to undertake more complex portfolios of work, which may include highly complex Council contracts, commissioning, value for money consultancy-type assignments and open-book reviews of external partners' records.

Main accountabilities

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1.	<p>Reporting directly into the Head of Audit, to objectively assess the adequacy and effectiveness of the Council's governance and management of risk, and to support the provision of an evidence-based annual opinion on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.</p> <p>The postholder will undertake and manage the planning and delivery of a variety of internal audit assignments. These assignments contribute to the provision of reliable and effective independent assurances, to Cambridgeshire County Council and its stakeholders, considering the extent to which the governance arrangements are fit for purpose and operating well in practice.</p>
2.	<p>Assist the Head of Internal Audit & Risk Management in the strategic development and management of the Internal Audit & Risk Management function. Provide a strategic role in the professional and quality direction of the Internal Audit & Risk Management service, incorporating the monitoring of all quality standards as per the Global Internal Audit Standards (GIAS) and the continual assessment of the performance of the team.</p> <p>To manage professionally-qualified auditors and those working towards qualification in their professional development. To initiate staff development and process improvement as needed to ensure plans and targets are achieved; to develop the team's skills and capacity; and to ensure enhanced outcomes and performance.</p>
3.	<p>To plan and manage the use of staff resources. To manage the planning, conduct, output and opinions for audit assignments within agreed deadlines, budgets and quality standards, supervising staff to ensure that:</p> <ul style="list-style-type: none"> • Procedures are followed; • Quality is maintained and performance is managed in line with the service's Key Performance Indicators; • Assurances are evidence-based and arrived at in full compliance with the Global Internal Audit Standards (GIAS).
4.	<p>To provide formal and informal reporting, advice and support to senior management, Members, the Audit & Accounts Committee and other key stakeholders. This will include:</p> <ul style="list-style-type: none"> • Providing expert advisory services to the leadership team and others as appropriate, particularly in relation to governance, internal control, risk management, and fraud and ethical issues; • Providing clear, concise reporting on individual audit assignments and investigations, as well as regular progress reporting to the leadership team and Audit & Accounts Committee on the work of the team as a whole. • Following up on the outcomes and implementation of agreed audit actions, and supporting managers and teams across the organisation in responding effectively to audit reports. • Developing and delivering training and guidance on key aspects of internal audit, governance, risk management, internal audit and fraud and ethical issues.
5.	<p>As part of the Audit Service management team, to support the Head of Internal Audit & Risk Management in the operational management of the Internal Audit and Risk Management Service. To deputise for the Head of Internal Audit & Risk Management when required, including:</p> <p>(iii) at Audit Committees and at Council Management Teams.</p>

	(ii) the co-ordination of risk management activities. (iii) the management of the Internal Audit and Counter Fraud budget.
6.	To deliver high-level, high visibility, complex and critical Internal Audit assignments and to take ownership of special projects as designated by the Head of Internal Audit & Risk Management. This will routinely be complicated and multi-layered, where sensitive judgements need to be framed in situations where solutions are not clear.
7.	To lead the design, delivery and development of key aspects of Internal Audit and risk management services as delegated by the Head of Internal Audit & Risk Management, including specialised audit areas such as I.T. and contract audit; risk management assurances; counter fraud; and co-ordination of the Annual Governance Statement. To undertake complex research on behalf of the team to develop and pilot approaches to emerging auditable areas, and to be and remain up-to-date in matters of regulation and legislation insofar as they are required for the duties to ensure legal and regulatory compliance.
8.	To maintain good relations with key stakeholders across all audited parts of CCC and to provide advice and guidance that can be given to managers of CCC on any issues relating to governance arrangements, including the management of risk or irregular activity. To represent the Internal Audit service within and outside CCC.
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.