

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Head of Audit and Risk Management

Internal Audit and Risk Management, Resources 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.

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

Accountable to:

The role reports to the Executive Director of Resources.

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 Global Internal Audit Standards in the UK Public Sector (GIAS)
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. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

11. 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	Essential	A, I
Well-developed communication skills (both written and oral) including: 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	Essential	A, I
Ability to work in a manner that will ensure the delivery of the strategic and annual audit plans within defined timescales.	Essential	A, I
Ability to effectively impact Directors to ensure that recommendations arising from audits are monitored and implemented as necessary	Essential	A,I
Able to present reports and information in a variety of formats including graphical/statistical analysis and other computer-based techniques	Essential	A, I
Able to work under pressure, capable of responding to situations and managing conflicting priorities	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Sound knowledge of the standards and best practice set out in Global Internal Audit Standards in the UK Public Sector.	Essential	A, I
Appreciation and understanding of a wide range of financial issues as they affect local government and the audit issues arising from these	Essential	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	Essential	A, I
Sound knowledge of the various Council services (including the statutory provisions governing them)	Desirable	A, I
High-level knowledge of specialist disciplines (e.g. computer audit, project management and fraud investigation).	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Significant management experience at a senior level within an Internal Audit service, ideally within the public sector	Essential	A, I
Experience of audit planning at a strategic level involving the preparation of long-term audit plans utilising risk analysis	Essential	A, I

Political awareness with proven experience of building positive relationships with elected members to balance political drivers with strategic priorities	Essential	A, I
Experience of creating a culture of learning, to maintain a capable and high performing workforce	Essential	A, I
Experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver	Essential	A, I
Experience of leading and delivering successful organisational and cultural change programmes	Desirable	A, I
Some experience of leading/undertaking significant fraud enquiries would be advantageous	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
CCAB (e.g. CIPFA) or IIA (Institute of Internal Auditors) qualified	Essential	A, D
Evidence of up to date continuing Professional Development	Essential	A, D
Management qualification (e.g. DMS, MBA)	Desirable	A, D
Degree educated or equivalent by experience	Essential	A, D

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:

Job family band:

Strategic Management
Band 12

Worker type:

Flexible

Budget responsibility: Approximately £850,000

Excluding this role there
People management are 14 members of staff (with 3 direct reports)

responsibility:

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.

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	We are honest, fair, transparent and accountable. We can be trusted to do what Trust 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.

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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.

