



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Head of Audit
POST NUMBER	:	W-RM-AU001
DEPARTMENT/DIRECTORATE	:	MD and Resources
DIVISION/SECTION	:	Internal Audit
LOCATION	:	Currently - Primarily Civic Offices Barry and across the Council areas of Bridgend, Merthyr, RCT and Vale of Glamorgan. These areas are expected to increase as the Service expands
POST GRADE	:	Head of Service
RESPONSIBLE TO	:	Chief Officer/Section 151 Officer
RESPONSIBLE FOR	:	All staff within the Shared Audit Service
LIAISON	:	Currently across the four Councils - Officers at all levels, elected members and client departments. Also Welsh Assembly Government, other Government departments, external organisations, suppliers, contractors
MAJOR PURPOSE OF POST	:	To implement, manage and extend the Regional Internal Audit Shared Service and to develop a commercial element to enable the service to undertake audit work for a third party

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- Strategic management responsibilities for the Council's Internal Audit Service including provision of a shared service to Bridgend County Borough Council, Merthyr Tydfil Council, RCT Council and/or any other partner organisation that may be determined from time to time.
- Develop and deliver effective and clear operational management arrangements to ensure that the Council's statutory obligations and policy objectives are met.
- Develop an effective commercial element and drive of the team to enable the service to provide a specialist audit service for other Local Authorities outside the shared service and/or tender for audit work in other public sector organisations.
- Work with the Head of Service in the strategic management of the Service in each local authority and deputise for the Head of Service in the Vale of Glamorgan as appropriate.
- Attend and contribute to the strategic work and responsibilities of the Council's Corporate Management Team

CORPORATE RESPONSIBILITIES AND OBJECTIVES

- Work in partnership with all Council services and other organisations to deliver common objectives in accordance with the Corporate Plan and Community Strategy.
- Contribute to the strategic management of the Directorate and promote and represent the work of the Council and partner agencies.
- Work with and support Audit Committee Members, Cabinet and Scrutiny Members and all Elected Members in their Ward roles across the four Local Authorities
- Manage the Shared Audit Service in order to achieve improved performance and encourage creativity and innovation in service delivery.
- Manage services in line with each Council's performance management framework, ensuring planning and monitoring of performance in order to achieve targets and objectives.
- Plan, manage and control operational budgets, ensuring that services are provided cost effective and delivered within the resources available.
- Remain aware of changes which could affect the Service, both nationally and locally, including legislation and policy changes.
- Prepare strategic plans/reports as necessary and ensure that these are produced to a high standard in and accordance with corporate requirements.

- Attend and contribute to meetings of Cabinet, Scrutiny Committee, Audit Committee and other Council meetings in each collaborating authority as necessary.
- Comply with all corporate plan strategies, including the Human Resources Strategy, Workforce Plan, develop and deliver Service Plan in each collaborating authority and respective Team Plans.

OPERATIONAL RESPONSIBILITIES

- Lead the drive to deliver a successful Internal Audit Shared Service (IASS) into a centre of excellence, co-ordinate with other Audit providers to ensure a consistent and coherent service model and ensure that it is effective and commands a high standard of respect both internally and externally.
- Lead on client/customer relations at senior management level, ensuring productive and positive working, maintaining high visibility with clients/customers, offering sound guidance and advice to officers and members.
- Determine audit needs for individual clients/customers, including in respect of ICT, Project Management, Contract, Procurement, Systems, Regularity and investigation audit work. Ensure the appropriate focus of coverage for each client/customer.
- Lead on the development a commercial element of the team to enable the service to provide a specialist audit service for other Local Authorities outside the shared service or to tender for audit work in other public sector organisations.
- Be responsible for the production of audit plans with audit areas prioritised according to risk.
- Ensure compliance with the requirements of the Public Sector Internal Audit Standards or any other relevant standards that may be introduced from time to time.
- Support the relevant Audit Chairs and Audit Committees in discharging their duties under their terms of reference.
- Ensure that the RIASS is managed such that audit plan is achieved on time, to budget and to appropriate levels of quality standards.
- Participate in multi-functional/multi-disciplinary projects and tasks.
- Be responsible for ensuring that all allegations of fraud irregularities, fraud and corruption are promptly and fully investigated and to ensure appropriate liaison with the appropriate law enforcement authorities as necessary.
- Establish, develop and maintain good working relationships with external auditors and other review agencies, so as to ensure optimum audit coverage and engagement with the audit process.

- Be accountable for the continuous improvement of the Service, contributing to the Service Plan and Team Plans, identifying and implementing new ways of working in the interests of more effective provisions. Contribute to the achievement of Service objectives and performance targets.
- Adopt best practice principles within the Audit Section, including compliance with relevant legislation, Council Policies, processes and procedures and perform all audit work in accordance with the Public Sector Internal Audit Standards.
- Provide support and guidance to Council Members, service managers and staff development and maintenance of effective financial management, corporate governance and internal control systems.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To manage and ensure that the Services for which you are responsible are run in accordance with the principles of the Council's Corporate Equal Opportunities Policy.
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.

In addition to the above duties and responsibilities, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

Operational Manager grades are related to the JNC for Chief Officers terms and conditions and therefore are inclusive of any out of normal hours working that is required to satisfy the requirements of the post.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: