

Person Specification

Post No	W-RM-AU001	Designation:	Head of Audit	Department:	Audit
Section:	MD and Resources	Completed By:	C Lord	Date:	August 2018

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements.

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> Working with elected members Experience of operationally managing staff at a senior level. Experience of the delivery of quality services on time and within budget. Able to demonstrate a track record of relevant achievement 	<ul style="list-style-type: none"> Experience of delivery of services to other organisations Experience of bidding for tenders to deliver services 	Application form/Interview
2.	Knowledge	<ul style="list-style-type: none"> Knowledge of current issues and regulations within audit Proven ability to drive and deliver targets Ability to manage and organise workload. Good organisational, verbal/written communication skills. 	<ul style="list-style-type: none"> Knowledge and understanding of current local government issues 	

		Essential	Desirable	Ascertained by
3.	Skills and aptitudes	<ul style="list-style-type: none"> • The ability to successfully manage strategic service delivery at a senior level. • The ability to analyse and review service objectives and policies. • Excellent leadership qualities. • Excellent verbal and written communication skills. • The ability to build and sustain partnerships. • Well-developed financial management skills. • The ability to obtain commitment from staff to achieve stated goals/objectives. • Inquiring and analytical mind. • Excellent interpersonal and communication skills. 	<ul style="list-style-type: none"> • Strong influencing and negotiating skills. • A dedication for finding and implementing solutions to problems. • Visionary abilities 	Application form/Interview/
4.	Qualifications and training	<ul style="list-style-type: none"> • CCAB qualified (preferably CIPFA) with at least five years post qualification. • Experience at senior management level 	<ul style="list-style-type: none"> • Evidence of continued professional development. 	Application form/Certificates/References
5.	Attitude and motivation	<ul style="list-style-type: none"> • Highly motivated self starter • Capable of logical and original thought. • Able to work under pressure and to achieve targets and deadlines • An energetic leader who is able to respond to changing priorities and demands. • A team worker when necessary with ability to motivate others and lead multi-disciplined teams by example. • Commitment to Equal Opportunities, customer satisfaction and staff development. 		Application form/Interview
6.	Other (please specify)	<ul style="list-style-type: none"> • Able to work out of office hours as required. • Ability to drive/travel throughout the collaborative region and between locations of the Service as appropriate 		Interview