

GENERIC ROLE PROFILE

PROFESSIONAL / TECHNICAL JOB FAMILY: PTB

This generic role profile is the contractual element to which your post has been assigned and sets out the indicative range of responsibilities that may be expected of you at this job family level.

To provide specialist, technical and professional knowledge and expertise to help in the delivery of a high-quality customer service ensuring the council meets its relevant obligations in accordance with relevant legislation, codes of practice and other regulatory requirements.

INDICATIVE WORK ACTIVITIES

1. Provide specialist advice and support both internally and externally whilst using good judgement, analytical /creative skills to avoid risk, make decisions and resolve issues and problems without always ready access to a manager.
2. Provide relevant technical direction, support and training to colleagues (and guide the decisions they make).
3. Contribute to and deliver the review and updating of relevant service specific policies and procedures.
4. Represent and protect the reputation of the council both internally and externally as part of your work and advise on the formulation of associated strategy and framework.
5. To advise, guide and where appropriate negotiate on relevant service, strategic or policy issues within the postholder's relevant professional/technical discipline.
6. Fulfil the work schedule and key performance targets set for your role and team, including the management and delivery of a related caseload of work.
7. Make a significant contribution to specific project work, including the associated fundraising, budget, oversight, procurement and purchasing.
8. Where necessary lead a team of people to deliver a project (or discreet part of a service), including, where appropriate, the management and procurement of physical and financial resources and plan the capacity, ability and work schedules, accordingly.
9. Demonstrate strong customer focus when developing both internal and external partnerships relevant to your work, building strong links with other similar professionals to ensure a corporate approach is achieved and continue this standard throughout any subsequent management of contracts.
10. Take an entrepreneurial approach to your thinking, enabling you and your team to recognise opportunities for doing things more efficiently, and then assist with the embedding process and performance improvements.

11. Research, report and analyse performance management information to make useful recommendations for process and performance improvements and advice management in their decision-making.
12. Retain relevant professional membership or licence, work to its codes and participate in learning that will help you perform your role successfully and the wider team meet the standards expected.

TASK SPECIFICS - AUDITOR

The 'task specifics' is the non-contractual element that your post has been assigned to and is a more detailed description of day-to-day activity which will be reviewed in line with PDR objectives and can change when priorities change.

JE Reference	AUD3.2	
Purpose		
Provide an internal control assurance opinion and consultation to officers, external clients and partners in order to assist in the management of risk and control.		
Service to Customers		
<ol style="list-style-type: none"> 1. Undertake and report on a wide range of audits, consultancy reviews, special and fraud investigations, for delivery within defined budgets and target deadlines. 2. Develop the audit objectives and testing plans, lead and ensure best practice is consistently applied for audit reviews, with significant autonomy over working arrangements 3. Through maintenance of professional relationships and negotiation with management personnel, secure appropriate responses to audit challenges and recommendations from partners/ clients and escalate contentious issues. 		
Business Improvement/planning responsibility		
<ol style="list-style-type: none"> 1. To review business activity across the authority as required and recommend areas for performance improvement that contributes to achievement of the strategic objectives of the Council, partners and client organisations. 2. To review the implementation of audit recommendations to confirm the actual actions taken by management to resolve the issues, and formally record the result for upward reporting to committee/ management board as appropriate. 3. To constructively challenge the integration of internal controls within new systems, with the aim of mitigating and minimising risk to the organisation(s) whilst maximising performance in achieving defined goals. 		
Colleagues, Self and Partners & Nature of Contacts (Internal/External)		
Contact	Frequency	Nature of contact
S151 Officers / Service Managers/ Head of Service	Frequently	To plan, carry out, complete and follow up scheduled audit reviews & special investigations.
All other staff within the Council	Frequently	To discuss, critically analyse and challenge information provided by officers when reviewing processes and identifying compliance with defined procedures and legislative requirements.
Internal Audit Shared Service Clients / Partner staff	Frequently	Formal negotiation of audit recommendations with management to discuss risk and determine best practice to be implemented.
Partners of the Authority e.g. Civica	Frequently	

Members	Frequently	Formal reporting of audit findings, recommendations and management comments for review and challenge by Members.
Directors/ Chief Executives / Managing Directors	Infrequently	
Other Authority Staff, e.g. Worcestershire County Council	Infrequently	
Cabinet Office (NFI)	Infrequently	
External Audit	Infrequently	
General Public / Council Contractors	Infrequently	

Managing Resources (people, equipment, buildings)

Accountability

1. To provide coaching or mentoring as appropriate to colleagues within the team to ensure they fulfill the requirements of the role.
2. To monitor the work undertaken by colleagues when assisting with assignments to achieve the audit objectives within the defined budgeted times, and to prioritise personal and assisting staff workloads as appropriate.

Procedural Context

1. Maintain professional knowledge on the workings of numerous different systems, processes, procedures and legislative requirements across service areas/ departments for multiple partner authorities and clients.
2. Ensure that the council's, clients' and partners' key governance requirements are observed through the course of audit reviews
3. Advise on the development of new policies and guidance for corporate and governance arrangements, internal control, including existing systems and the development of new systems & processes.
4. Contribute to the development of policies within the internal audit service which comply with legislative requirements and professional practice standards, i.e. IIA

Key Facts and Figures

Monitoring of personal audit budgets (available days) to ensure high level of productivity of officers for maximising the rechargeable time for partner organisations.

Knowledge and Skills

Audit role only

Institute of Internal Auditors, CCAB or equivalent

Ability to communicate at all levels

Good ICT skills

Behaviours

1. Work to the Councils values
2. Aware of the Councils safeguarding policy and how to report any concerns
3. Aware of the Councils Health and Safety policy and committed to safe working practices