City of Edinburgh Council job description

Post title	Senior Audit Manager
Directorate	Customer and Corporate Services
Service	Internal Audit, Legal and Assurance
Responsible To	Chief Internal Auditor
Number of post holders	1

Purpose of job

To provide operational leadership of the Internal Audit Service, exercising delegated authority from the Chief Internal Auditor to ensure delivery of high quality Internal Audit Services across the Council and partner organisations.

The post acts as a Deputy to the Chief Internal Auditor, leading the Principal Audit Managers, directing operational performance, quality assurance, resource deployment, ensuring compliance with the Global Internal Audit Standards and supporting the Chief Internal Auditor in discharging their statutory responsibilities.

The what - major tasks and job activities

1. Provide operational leadership of the Internal Audit Service, ensuring delivery of the approved Internal Audit Plans, achievement of service objectives and performance standards.
2. Directly manage the Principal Audit Managers, providing leadership, performance management, workforce planning and professional development.
3. Exercise delegated authority from the Chief Internal Auditor to manage operational priorities, allocate resources and resolve service delivery issues.
4. Monitoring and reporting overall internal audit service performance, quality and productivity, identifying and leading corrective actions where required.
5. Represent the Chief Internal Auditor at Committees, Boards, Senior Management meetings and external forums as delegated.
6. Lead implementation of the Global Internal Audit Standards, Quality Assurance and Improvement Programme, preparation for External Quality Assessments, Internal Audit methodology and continuous improvement initiatives.
7. Manage procurement, commissioning and performance of co-sourced Internal Audit services and oversee delivery of Internal Audit services to partner organisations.
8. Acting as the Internal Audit lead for fraud reporting arrangements including monitoring and escalation.
9. Contribute to development of the Internal Audit Strategy, policies, annual planning and service improvement.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You'll bring:

- A degree or postgraduate level in a relevant discipline and will also hold a recognised Internal Audit or Accountancy qualification (IIA or CCAB) together with extensive senior internal audit management experience.

- Expert knowledge of the Global Internal Audit Standards, governance, risk management and internal control.
- Significant experience leading professional teams and delivering organisational change.
- Excellent communication, influencing, negotiation skills with experience in dealing with senior stakeholders.
- The ability to exercise professional judgement, manage competing priorities and lead complex service delivery.

You'll be responsible for

- Providing leadership for the audit methodology, quality assurance arrangements and professional standards across the service.
- Interpreting professional standards, legislation and emerging risks to develop appropriate audit approaches – such as the Topical Requirements.
- Leading continuous improvement through innovation, technology and new ways of working.
- Resolving complex organisational and service delivery issues requiring innovative solutions.

You'll be responsible for

- Influencing and advising Chief Officers, Directors, elected members and Audit Committees on governance, risk and assurance matters.
- Representing the Chief Internal Auditor at committees, Boards, governance forums and external groups.
- Developing effective relationships with regulators, External Audit, partner organisations and co-source providers.

You'll regularly take decisions:

- On the operational delivery of the Internal Audit Service including prioritising resources and allocating work across the Principal Audit Managers to ensure deliver of approved audit plans
- Determining audit quality interventions and escalation of significant governance, risk and control issues.
- Managing commissioning and use of co-source provision to achieve Best Value.
- Which affect delivery of Internal Audit Plans, compliance with audit standards and achievement of service objectives.
- Influence governance, risk management and assurance across the Council and partner organisations.
- Determining engagement ratings and conclusions for audit work which contributes to preparation of the statutory Annual Reports and Overall Conclusions.

You'll normally work:

- Autonomously on a day to day basis, with strategic direction and oversight from the Chief Internal Auditor.
- With competing priorities and demands, often with tight deadlines to support service delivery, regulatory compliance to protect against the associated risks to individuals, Services and the Council.

- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a Council employee.

Supervision and management of people

You'll have responsibility for

- Directly managing three Principal Audit Managers
- Providing operational leadership across the Internal Audit service to approximately 15 colleagues.
- Setting performance expectations, monitoring service delivery and ensuring consistent management practice.
- Workforce planning and deployment of resources to achieve service delivery.

Resources the job holder will be responsible for

- Managing approximately £150,000 annual expenditure on co-sourced Internal Audit provision, including procurement, contract management and performance monitoring.
- Managing delivery of Internal Audit services to partner organisations and external clients, generating and monitoring approximately £120,000 annual income.
- Managing the Internal Audit management system, electronic audit records and associated information assets.
- Ensuring effective use of financial and technological resources to achieve Best Value.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager.
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.