

ROLE PROFILE

Job Title:	Principal Internal Auditor	Job Code:	R/A2
Department:	Audit	Version:	1.0
Reports To:	Head of Audit	Date Created:	November 2018
No. of direct reports:	2	Member of:	Resources Management Team
No of employees in function:	4	Grade:	K
		Budget:	N/A

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

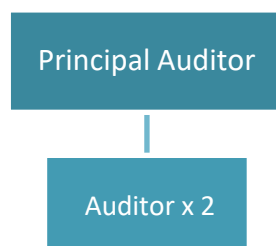
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Providing an independent, objective and systematic approach to evaluate and improve the effectiveness of control, risk management and governance processes to support the achievement of West Yorkshire Combined Authority's objectives.



Job Overview:

- Lead development and delivery of a range of internal audit assignments provided within the Strategic Internal Audit Plan and in line with Public Sector Internal Audit Standards.
- Identify improvements in internal control, governance, risk management and operational effectiveness and efficiency, liaising and dealing with leadership team level officers, other senior officers and employees across the organisation.
- Provide a source of expert advice/consultancy on a wide range of internal control, corporate governance and risk management arrangements.

- © Design, implement and maintain the systems required for delivering the objectives of your function to support the Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participating in delivering your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure these are delivered at all times.

- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Influence, develop and motivate your team, taking a positive approach to their development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Management:

- Lead and motivate internal auditors and external audit providers to deliver internal audit reviews successfully ensuring compliance with public sector internal auditing standards and best practice.
- Work closely with other functional leads and service managers across the Combined Authority to enable assurance activities to be undertaken and to develop solutions to weaknesses in internal controls, risk management and corporate governance arrangements.
- Contribute to the identification of training needs and continuous development of staff in accordance with the Combined Authority's Personal Development Planning process and undertake effective management and supervision of employees in accordance with legal requirements and the Combined Authority's employment policies.

- © Encourage a partnership approach to work across the organisation and externally.
- © Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved.
- © Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
- © Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
- © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority's policies and procedures.
- © Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.
- © Fulfil the HR processes associated with being a people manager, e.g. employee relations and development issues.

Technical Duties:

- Lead on the management of internal audit reviews working closely with the business clients and other stakeholders.
- Determine an approach for audit assignments within the Strategic Internal Audit Plan and ensure these are delivered on time.
- Lead on the implementation and monitoring of service quality regimes and audit specifications.
- Use professional knowledge to provide expertise and guidance to stakeholders.
- Analyse, determine and prioritise key actions to deliver audit assignments within agreed plans, controlling actions by review of progress against targets.
- Ensure the early identification and appropriate management of risks associated with audit assignments.
- Provide input, guidance and expertise to support other projects as required, developing and sharing best practice and lessons learned across the Combined Authority and externally as appropriate.
- Liaise with internal and external stakeholders, representing the Combined Authority, attending and chairing meetings as necessary.
- Make a key contribution to the development and implementation of relevant strategies, policies and procedures including technical specialist areas.

- Using knowledge and expertise, produce and present a range of audit reports to internal and external stakeholders including executive level chief and senior managers (and Audit Committees as required), ensuring they are tailored to the appropriate audience.
- Co-ordinate investigations into instances of suspected fraud, bribery or corruption.

- © Typically work on horizons of one year, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- Understand the value for money of the Combined Authority's activities and how these relate to the achievement of objectives
- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Use strong influencing and conflict resolution methodology to achieve optimum results.
- Use judgement and technical expertise to recommend solutions to complex problems where the consequences may not be clear. Use innovative thinking, new and pragmatic approaches.
- Manage communications with internal and external stakeholders, representing the interests of the Combined Authority at meetings.
- Analyse and interpret data/information and communicate to a range of audiences using a range of media. This includes drafting and delivering comprehensive reports and briefings.
- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
- © Foster good working relations across the organisation, building effective team relationships.
- © Use strong communication skills to influence with key customers and stakeholders ensuring your function is able to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Holds a degree or has equivalent relevant experience in Internal Audit.
 - © Relevant professional qualification (CCAB qualified accountant or CMIIA)
 - © Practical experience of successfully performing in a similar role.
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- Comprehensive knowledge and understanding of the PSIAS, audit techniques, practices, procedures and statutory regulations and their application.
 - Comprehensive knowledge of relevant legislation and policies associated with controls, risk management and governance processes in local government.
 - Comprehensive knowledge and understanding of systems of internal control, risk management and governance processes across public sector services.

People:

- © Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
 - © Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.
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- Demonstrable ability to lead by example, manage and motivate a multi-disciplinary audit team.
 - Experience of working in partnership with stakeholders including senior management team, external auditors and external audit suppliers.

Technical:

- © Demonstrable experience of managing and championing change successfully.
 - © Strong communication skills with the proven ability to influence, negotiate and challenge.
 - © Experience of making compelling business cases/ reports to a range of audiences.
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- Substantial experience of planning, prioritising, organising and managing a significant personal workload and that of staff under supervision.
 - Significant experience of dealing with executive level and senior managers in challenging environments and circumstances.
 - Significant experience of working with sensitive and confidential information.
 - Strong IT skills including Microsoft Office Word, Excel and PowerPoint.

Financial:

- © Demonstrable experience of successfully managing budgets.
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- Demonstrable ability to ensure value for money is obtained through evaluation and applied knowledge.

Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
 - © Comprehensive experience of leading, negotiating and influencing stakeholders.
 - © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
 - © Comprehensive experience of providing leadership in a complex public-private sector partnership context.
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- Demonstrable ability of employing a collaborative and influencing style of working.

- Experience of advising on control, risk and governance matters in a way that is appropriate to a range of stakeholders.
- Demonstrable ability to identify and confront issues early, and take a pro-active and innovative approach to driving progress and problem resolution.
- Significant experience of producing and presenting comprehensive audit reports to a variety of stakeholders and audiences.

OUR VALUES & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.