

Job description and specification

Job Title:	HEAD OF AUDIT & RISK
Service:	Governance & Legal Services
Grade:	SMG
Reports to:	Director of Governance & Legal Services

Your job

Working closely with the Executive Director - Corporate Services, Director of Governance and Legal Services, other members of the Wider Leadership Team and members, the post holder will provide strategic and operational leadership to drive forward and promote all aspects of Audit and Risk Management, managing and developing high performing teams with the required requisite capabilities and skills for the future, working with colleagues across the Council's directorates and services, residents and partners. Service areas include Internal Audit, Investigations and Counter Fraud, Health & Safety, Risk Management and Business Continuity and Corporate Insurance.

Deliver the development and improvement of the Council's Internal Audit function in accordance with the requirements of the Public Sector Internal Audit Standards.

Develop and maintain an effective Council wide Risk Management framework to identify, evaluate, manage and report on key corporate and service risks and opportunities, with a view to maximising delivery against its strategic objectives.

Manage an effective and fit for purpose health and safety function to meet the Council's statutory duties, exploring and exploiting commercial opportunities for income generation.

Manage an effective Intelligence and Counter Fraud function to safeguard the interests of the Council, detecting and investigating fraudulent activity, minimising losses incurred and to support and promote business systems which minimise the risk of fraud and error.

Ensure the Council has in place adequate arrangements for Business Continuity planning and delivery to protect services against failure and safeguard the delivery of key services. Leading and ensuring that there are robust and proportionate insurance arrangements in place for the Council and its ASDV's.

Leading on the co-ordination and management of a work programme to ensure the Audit and Governance Committee fulfils the requirements of its Terms of Reference, servicing this Committee, and any other Boards/Committees with reports and attending/presenting as required.

In this job you will

- You will lead the delivery of the approved annual risk-based Internal Audit Plan, Risk Management Work Plan and Intelligence and Counter Fraud Work Plan, taking the responsibility for being the Council's Chief Audit Executive and providing an objective and evidence based opinion on all aspects of governance, risk and internal control in the annual audit report.
- You will be responsible for leading the production and development of the Council's statutory Annual Governance Statement, in conjunction with the Chief Operating Officer, the Monitoring Officer and the Chief Executive.
- You will lead the Council's Insurance Team as part of an overall approach to managing the financial risks to the Council.
- You will be responsible for the delivery of a modern, effective and pro-active Intelligence and Counter Fraud function in accordance with the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption, enhancing the Council's approach to prevention, detection and investigation of fraudulent activity from both outside and within the organisation.
- You will be responsible for the development and embedding of an effective cross directorate Risk Management strategy ensuring that both corporate and operational risk registers are an established part of the business planning process, therefore supporting and enabling the Council to achieve its objectives.
- You will be responsible for the development and implementation of an effective, Council wide Business Continuity strategy with close links and interactions with risk management arrangements, ensuring that service delivery is protected and safeguarded.
- You will manage the services direct budget as well as influencing spend across the authority by challenging ways of working and using information about spend profiles to encourage efficiency and review.
- You will ensure that services delivered are in accordance with or better than the agreed service standards, ensuring that service standards are measured, reported and are responsive to the changing needs of management, elected Members and the workforce.

From time to time you may be asked to undertake work as may be determined by the Executive Director of Corporate Services. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- Degree or equivalent professional qualification in accounting or internal audit
- CMIIA, CCAB or equivalent
- Evidence of continued professional development
- Experience and consistent achievement at a senior management level in an organisation of comparable scope and complexity pursuing a transformational agenda.
- In-depth knowledge and understanding of local government finance and audit practice, business analysis and improvement techniques, risk management and counter fraud approaches.
- Knowledge of relevant legislative requirements, codes of practice and professional standards.
- Excellent communication skills to relate effectively to employees, Council members, the general public and other stakeholders, and command their respect, trust and confidence.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Employee deal

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

