



<b>Job Title</b>	Head of Audit & Investigations
<b>Department</b>	Chief Executive
<b>Section</b>	Audit & Investigations Team
<b>Grade</b>	Hay 4
<b>Reports to</b>	Director of Legal HR Audit & investigations
<b>Staffing Responsibility</b>	2 direct reporting lines with 16 indirect staff

### Job Purpose:

Lead on the delivery of the effective security of public funds, governance and probity in decision making and promote effective control measures to eradicate fraud, wastage, error, misuse of funds and irregularity at a strategic level. Ensure that the investigations function highlights and addresses the latest risks affecting local government and that a highly trained, highly motivated, high performing team of Counter Fraud Specialists becomes a reality.

Produce an internal audit strategy that fits with and supports the organisation's objectives

Support and provide high level advice the Chief Finance Officer, Chief Executive, Corporate Management Team, the Leader and Executive on the Council's on all audit and fraud matters. Drive forward security initiatives to help eradicate internal and external fraud and impropriety and add significant value at all organisational levels.

Be an exemplar of and implement best practice so that the latest top level thinking on addressing public sector fraud risks is consistently implemented. Establish information and intelligence sharing within the wider investigations body at the Council

Lead on the delivery of strong, rigorous and effective corporate governance to enable the chief executive and senior leadership team to create processes, procedures and performance management that has the effect of delegating good governance down through the organisation.

Act as lead officer for the Audit & Standards Committee and Advisory Committee, ensuring agendas and reports are presented on time, the Chair is appropriately briefed. Develop an effective working relationship with the Independent Chair and committee members.

### Dimensions:

Identify: a) Annual budgets which you directly control or indirectly influence  
 b) Other key statistics relating to your job

- Annual budget directly controlled – Approx. £1.3m – staffing and contract budgets

- Annual budget indirectly influenced – Council's capital and revenue budgets c£1bn
- Suppliers – Internal Audit contract £140K per annum.
- Performance – Dealing with external and internal cases of suspected fraud across a number of areas involving differing legal powers, penalties and processes.

### **Principal Accountabilities:**

1. Work collegiately with colleagues on the Legal HR Audit & Investigations Management Team (LHRAI) and make an active contribution to delivering departmental and corporate objectives inspiring confidence and respect
2. Lead and manage customer focused services in alignment with corporate and departmental aims and priorities.
3. Provide leadership and management to achieve high performance and effective operational delivery; which will include managing the effective use of resources and staff.
4. Work closely with the Director of Legal, HR, Audit & Investigations to support effective working relationships with relevant portfolio holders.
5. Support and develop partnership working, including acting as an effective ambassador and advocate of and for Brent with external organisations / potential new clients and identify opportunities to improve services and/or reduce net costs, for example through potential shared service delivery.
6. Lead on and effect significant organisational change through security awareness and developing a strong security culture by preventing and deterring fraudulent actions against the council.
7. Implementing due diligence best practice as a primary method by which meaningful prevention strategies are to be developed.
8. Ensure that all audits are planned and carried out with a keen and pragmatic eye to spot risk, error and impropriety and ensuring a totally joined up approach with fraud investigators.
9. Implement the risk management process to ensure that it is embedded on all functions of the council by managers. Advise and support managers to highlight risks at departmental level.
10. Work closely with the Director of Finance and Operational Directors (Finance) to manage the overall financial control environment.
11. Lead and advise when necessary on all investigations regardless of specialism, undertaken within the council. Share best practice with other investigation teams within the council and to ensure that a joined up approach is adopted with the other internal regulators.
12. Promote the benefits of good governance throughout the organisation.
13. Promote the highest standards of ethics and standards across the organisation based on the principles of integrity, objectivity, competence and confidentiality.
14. Give assurance on the control environment to the audit committee. This includes risk and information management and internal controls across all systems.
15. Review the adequacy of key corporate arrangements including eg risk strategy, risk register, anti fraud and corruption strategy, corporate plan.
16. Produce an evidence based annual internal audit opinion on the organisation's control environment in accordance with the statutory requirements.
17. Liaise closely with the external auditor to share knowledge and to use audit resources most effectively.
18. Manage the direct budget relating to the Audit and Investigation team.
19. Carry out duties with due regard to the Council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures.
20. Undertake any other duties commensurate with the general level of responsibility of this post

**Job Context:**

- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations and government functions involving the use of a wide range of interpersonal skills.
- Partner other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Developing partnership working with key external stakeholders across the public, private and voluntary sectors.
- Ensuring that the council's drive towards using information technology to become more effective and efficient is done in a secure and robust fashion by the development of IT risk plans, value added computer audits and information technology security best
- Management and leadership of a high performance team.
- Lead role in the development of the Council's services in this area.
- Operates within a framework set by Corporate and Departmental Management teams but with considerable freedom to shape services.
- Leads on policy and development and ensures implementation of new legislative requirements.
- Ensures high professional standards.

**Additional Information:** Please use this space to provide any additional information about the role e.g. whether the role is politically restricted.

<b>DBS Status</b>	Standard
<b>Politically Restricted</b>	Yes

## Person Specification

### Knowledge, Experience & Skills

*Specify the knowledge, experience, skills and abilities required.*

#### Knowledge and Qualifications

- Educated to degree level or member of appropriate professional body
- IAA or other relevant professional qualifications
- Evidence of significant relevant Continuing Professional Development (CPD).
- Knowledge of local authority services and systems
- Knowledge of strategic objective setting and management
- Knowledge of the internal audit and regulatory environment applicable to local government
- Knowledge of governance, risk management, internal controls and fraud.
- Knowledge of the requirements of the Public Sector Internal Audit Standards, Accounts and Audit Regulations and CIPFA Statement on the Role of the Head of Internal Audit
- Knowledge of the major factors, influences and legislation facing local government
- Knowledge of audit performance management systems and computer assisted audit technique

#### Experience

- Track record of achievement at a senior leadership level in a similarly large and complex organisation including:
  - delivering customer focused services and service improvements managing demands and pressures on the service and tight deadlines
  - ensuring that the service is effectively resourced to deliver to the required standard
  - short and long term planning for anticipating priorities, changing landscape and predict the future service;
- Experience of managing diverse teams operating within different legal parameters with high and complex casework.
- Experience of joint working with other agencies or contractors, including the development and monitoring of Service Level Agreements
- Experience of risk management
- Experience of conducting complex enquiries
- Experience of contract management
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#### Key Skills

- Strong resilient leadership and management skills including people, performance and budget management
- Significant influencing and interpersonal skills to engender trust in partnership arrangements with internal and external key clients to ensure that a common-sense, pragmatic and effective approach to risk prevails.
- Innovative, creative and dynamic approach in fulfilling the objectives of the role
- Work effectively with key partners to identify and address risk.
- Work collaboratively corporately and departmentally creating a strong team spirit
- Strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism

- A commitment to continuous improvement.
- Highly analytical at a strategic level with strong problem solving, influencing and communicating skills.
- Ability to give clear, professional and objective advice.
- High standards of probity and integrity
- Partnership working with others with specific responsibilities for financial control, strategic and departmental risk and governance including Chief Executive, Borough Solicitor, Chief Financial Officer and Audit Committee.
- High degree of IT literacy.