

JEGS Reference 00656

Job Profile – Head of Internal Audit, Risk, Business Development and Improvement

Department:	Finance
Responsible to:	Director of Finance
Responsible for:	Deputy Chief Internal Auditor, Deputy Head of Business Development and Improvement, Risk Manager
Grade:	Special E

Job purpose

To lead, assist and support the Director of Finance in developing and maintaining a comprehensive professional risk, internal audit, business development and improvement service across Finance and all services of the Council and any associated bodies to the satisfaction of the Director of Finance (the nominated officer under Section 151 of the 1972 Local Government Act).

To provide professional leadership on all key areas of the work undertaken within the Service Groups to ensure all financial governance, risk, internal audit and business development and improvement services are carried out consistently across the Council in accordance with the relevant industry and professional standards.

To support the Director of Finance (in providing leadership and proactive and creative advice whilst contributing towards progressive management and improvement in all the Council's services).

Corporate responsibilities

1 Vision and Strategy development

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

2 Corporate leadership

As a senior leader working as part of the distributed leadership network of the council, work together to drive forward and accept collective responsibility for a range of departmental and cross-cutting initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages staff to recognise their contribution to the strategic objectives the council has set.

3 Service leadership and management

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

4 Business and Commercial Skills

Ensure the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure. Lead on assessing the technical, operational, and organisational feasibility of initiatives to ensure viability and successful implementation from an audit, risk, business development and improvement perspective. Lead on discussions, at a corporate level, when assessing funding and capital borrowing requirements.

5 Partners and stakeholders

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

6 Business change and culture

Lead, develop and ensure implementation and review of change management programmes to deliver continual improvement. Assist the Chief Executive, Strategic Directors and Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

7 Compliance, Governance and Ethics

Ensure that all activities within the service comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

8 Equality and diversity

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

9 Embracing Change and Technological innovation

Ensure the service supports the Council by developing an approach that empowers problem-solving, including creative thinking, decision-making, and solution generation. Deploy a range of advanced tools and techniques to identify actionable and sustainable solutions to address root causes. Sets the agenda for change and foresees the impact of change and is influential and owns the full cycle structure for change, owning the objectives and programme of change.

Service focused responsibilities

- 1 To manage, lead and motivate a team of staff to provide high quality internal audit, risk, business development and improvement services across the Council and its partners. To define the strategy and execution of plans for delivery of the services in line with the highest professional standards.
- 2 Responsible to the Director of Finance, working within broad policy guidelines and objectives with a high degree of discretion and delegated authority. The seniority of the post is such that the post holder is required to demonstrate initiative, high levels of political awareness, professional and managerial competence in carrying out the functions of the post.
- 3 Quality assure, prepare and present appropriate reports to senior management and elected Members as required. Support the Director of Finance in the approval of reports prepared for Executive and other Committees providing advice and guidance as appropriate. The role will be a key contact and supporter of the Council's Governance and Audit Committee or any alternative Constitutional arrangement.
- 4 Deal with complex, sensitive and confidential matters on a regular basis and liaise directly with elected Members, Strategic Directors, assistant directors, senior management, Trade Unions, senior officers and external agencies, providing professional advice and assurance on internal control, risk, governance and business development and improvement matters.
- 5 To positively support and deliver the vision, values and strategic objectives of the Council through the Finance service by providing constructive and timely advice on all financial matters, control issues, innovative solutions to key projects and corporate initiatives.
- 6 Develop and maintain strong and positive working relationships with top management and other senior officers, other council services, external agencies, external audit and peer groups working corporately and cooperatively to ensure the service is at the forefront of innovation and change.
- 7 Responsible for communicating corporate goals, values and objectives and all associated tasks relating to health and welfare of staff which will include, carrying out staff appraisal, coaching and mentoring in order to assist with career progression and ensure staff operate within a learning culture and ensuring corporate standards are met, for example management of sickness absence.

Internal Audit

- 8 Direct and manage the internal audit service in line with the Public Sector Internal Audit Standards ensuring the planning, supervision and control of the activities of the Internal audit section to:
 - Promote the development of soundly-based systems of control within the Council by making appropriate recommendations;
 - Review financial and non-financial systems and make recommendations for improvement in controls to mitigate or manage identified risks;
 - Assist in the safeguarding of the Council's assets and interests from losses due to fraudulent offences, waste, extravagance and inefficiency;

- Provide independent advice on new and existing systems and procedures;
- Undertake the audit of government grant claims ensuring compliance with grant conditions.

Risk Management

- 9 Direct and lead the development of risk management arrangements across the Council and partners in line with best professional practice ensuring:
- there are plans for the development of risk management,
 - arrangements to embed risk in day-to-day processes including regular training
 - regular reporting of strategic and operational risks at corporate, departmental and project level
 - maintenance of a corporate-level summary analysis of the Council-wide risk landscape and the associated mitigations.
 - regular review of the risk management strategy and processes.
- 10 To direct and lead the Council's approach to the development and completion of the Council's Annual Governance Statement.

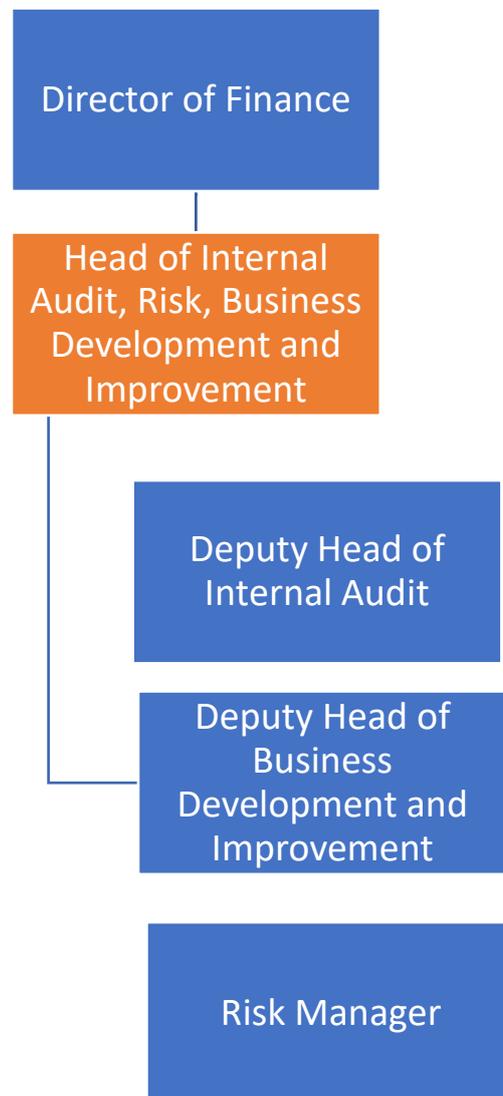
Business Development and Improvement

- 11 Lead and embed a planning, programme and project management culture and direct the Deputy Head of Business Development and Improvement on post implementation reviews, LEAN methodology and processes; be an advocate and active representative of Bradford Finance on external bodies, for example, CIPFA, including advising national panels and groups as required.
- 12 Ensure and embed "Best in Class" working methods across Bradford Finance to achieve major improvement e.g. in processes and systems to support key financial activities including budget monitoring and tracking; foster and lead a high performance and continuous improvement culture delivering leading edge financial management, commercial analysis and advice to support service reviews, key strategic projects and procurements.
- 13 Develop and maintain working relationships with top management and other senior officers, other Council services, external agencies and peer groups working corporately and cooperatively to ensure the service is at the forefront of innovation and change.
- 14 Direct the Deputy Head of Business Development and Improvement to commission and undertake leading research and benchmarking nationally, across the public and private sector, to inform Bradford Finance and ensure it is best in class; develop an effective framework for promoting high levels of compliance with the Councils performance standards, procedures and financial regulations.
- 15 Work across the Council to prompt, challenge and support radical and ambitious programmes of work and projects to improve services and value for money.

Dimensions of role (direct/ indirect as applicable) e.g. total number of staff managed/ total budget/ total scope of role

- The team consists of a minimum of 15 staff, the majority of which are professionally qualified through CCAB, PIIA. IIA, AAT, Prince 2.
- Responsible for direct management of revenue budget of over £750k and indirectly reviewing and giving assurance of all aspects of the Council's revenue budget (£450m), Capital Budget (£240m), Pension Fund (£30bn).
- Managing areas of specialist expertise of internal audit, risk and business development and improvement including provision of services to outside bodies such as the West Yorkshire Pension Fund
- To regularly meet with very senior leaders within the Council, BCFT and other statutory partners and elected councillors to promote the council's business
- To provide the Head of Internal Audit Opinion on the effectiveness of the Council's internal control, risk and governance arrangements on an annual basis.

Structure Chart (role of direct reports)



Person specification – Head of Internal Audit, Risk, Business Development and Improvement

<p>Qualifications</p>	<p>Qualified accountant recognised by CCAB, the Institute of Internal Auditors or Institute of Risk Managers or equivalent.</p> <p>Evidence of sustained personal and professional development</p>
<p>Experience</p>	<p>Substantial experience, evidenced by a track record of success, leading and developing a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources</p> <p>Demonstrable experience of establishing and building partnerships and productive working relationships within a complex policy and service environment with senior managers and councillors, and a wide range of other bodies, such as partner organisations, communities, public agencies and statutory bodies.</p> <p>Demonstrable experience and success in leading edge management of projects and continuous improvement, managing and successfully delivering a number of projects simultaneously and a knowledge of project management and of implementing and operating major changes to service provision</p> <p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment.</p> <p>Experience in the development, presentation and implementation of complex strategy and policy in a relevant area.</p> <p>Extensive experience of effective corporate and collaborative working, building cross sector or cross service partnerships and relationships to deliver corporate and service priorities.</p> <p>A track record of promoting, leading and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture.</p> <p>Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives.</p> <p>Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management.</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination.</p>

<p>Skills and knowledge</p>	<p>Extensive knowledge of the issues facing local government and those relevant to service/functional responsibilities, together with the legal, financial and political context of public sector management and the statutory responsibilities of this post.</p> <p>Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services.</p> <p>Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs.</p> <p>Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility.</p> <p>High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies.</p> <p>Ability to inspire, guide, motivate and develop people, to achieve high performance.</p> <p>Ability to listen to and influence others, presenting information and arguments convincingly.</p> <p>IT literate and able to manage information systems as necessary.</p> <p>Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.</p>
<p>Other requirements</p>	<p>Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods</p> <p>This post is subject to DBS requirements</p> <p>This post is politically restricted</p>

<p>Special Knowledge Requirement: Will be used in shortlisting. Max 10</p>	
<p>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</p>	
	<p>Essential</p>
<p>Carries out the working practices, procedures and basic operations across finance within the context of the public sector with a considerable depth of knowledge across finance in the local government sector.</p>	<p>√</p>
<p>Identifies risks and establishes appropriate strategies to counter them.</p>	<p>√</p>
<p>Adept at working at both an operational and strategic level, using information systems effectively and possessing sound analytical skills</p>	<p>√</p>

Oversees a budget, keeping costs within agreed levels for own department and contributes to corporate savings.	
Intellectual ability to assimilate complex financial information and issues and disseminate to others in an understanding and meaningful way.	√
Demonstrates an expert, functional grasp of all aspects of financial activity with the ability to deliver high level advice on all financial issues.	√
Demonstrates an excellent understanding of the political environment within which local government operates and can evidence managing politically sensitive issues.	
Demonstrates a thorough appreciation of current and emerging Government legislation & statutory regulations and other key operational initiatives and directives affecting the public sector.	√
Able to work effectively in order to achieve agreed outcomes with partner organisations/stakeholders/professionals from other disciplines/council members	√
Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.	√

Relevant experience requirement: Will be used in shortlisting
Extensive (minimum 5 years) relevant experience in a similar role as Head of Internal Audit, Risk and Business Development and Improvement role in a Local Government or complex organisation
Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.
Experience of working cooperatively in multi-disciplinary teams to deliver cross-sector/service projects.
Demonstrates a record of achievement in leading, developing and motivating a team of finance professionals, fostering a culture of commitment to secure service improvement.
Core Employee competencies at manager level to be used at the interview stage.
Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work.
Structured Problem-Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.
Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.
Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.
Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Completed by:	Michael Thomas	Date:	18/7/24
Quality checked: (HR)	Special E	Date:	12/09/24