

Chief Internal Auditor

JE Code: JE1503



Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council

Service	Internal Audit & Risk
Reports to:	Director of Finance & Resources
Job Family	Strategic & Leadership
Grade:	M
Political restricted	N
Date:	March 2022

Key Deliverables

1.	To manage the Internal Audit function within Milton Keynes Council. Responsible for the delivery of Internal Audit plans, ensuring the professional responsibilities are maintained and responsible for the presentation of Internal Audit outputs and outcomes at Senior Management Team and Audit Committee
2.	Lead on the strategic development (2-5 years) of the IA service and lead all Professional / Technical workstreams for the Audit Service
3.	Ensure that effective systems are in place for the IA Team that ensures services comply with all Legal and Best Practice (ie PSIAS) standards contributing to the efficiency, integrity and probity of IA services.
4.	Ensure that effective risk management systems are in place within MKC to maintain and enhance the efficiency, integrity and probity of Council services, functions and their overall value for money to customers and taxpayers, as well as minimising the exposure to risk and uncertainty.
5.	Manage the IA services ensuring all Service KPI's and measures (including customer satisfaction) are achieved.
6.	Deputise for the Director of Finance & Resources when required

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs

Essential Requirements (key skills & qualifications)

1.	Professionally qualified CCAB Accountant or Chartered Internal Auditor with evidence of continuing professional development and excellent knowledge of how Audit, Governance and Risk concepts within a large, complex and diverse public sector organisation.
2.	Demonstrable experience of strategic audit planning and service delivery, preferably within the public sector with a proven track record of achievement in the same and demonstrable experience of prioritising internal audit and counter fraud investigative tasks in a fast-paced environment.
3.	High standard of written skills and interpersonal skills with the ability to communicate with all levels within organisations, including the Chief Executive and the Audit Committee, and interface with clients and law enforcement agencies.

4.	Demonstrable ability to challenge constructively and be challenged professionally and has the personal credibility to influence, direct and inspire the work of others.
5.	Proven experience of effective decision making and the ability to exercise sound, clear judgement including sensitive issues.
6.	Proven ability to present data in a clear and appropriate format with objective reasoning Proven ability and experience in recognising Key Control / Materiality issues Possess a detailed understanding of the principles of confidentiality and data protection issues and their impact on counter fraud and corruption work.
7.	Extensive and effective management skills to manage staff to deliver Internal Audit and Counter Fraud services to tight deadlines using effective management information systems Monitor and promote the professional development of staff.
8.	Resource planning and allocation, performance management, training and support, mentoring and coaching. Responsibility for designated budgets.

Job Family

Strategic Leadership
Grade M



Colleagues Expectations

- Be professional at all times
- Work together for the good of the team, council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Managers expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the Council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality of service delivery across entire operating functions.

Role Characteristics

At this level job holders report to a Group Head or Director and are responsible for the development and implementation of strategy relating to several Services within that Group.

Role carry significant responsibilities for finance and a range of other non-financial assets.

Job holders make autonomous decisions and lead the management of change throughout their area of influence within the Group.

The Knowledge and skills required

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the Councils operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing expert leadership across a number of Services.

Thinking, Planning and Communication

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across a range of services. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping their service's composition, approach and operating procedures in accordance with wider goals mandated by Group management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the Council's reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence based and reasoned argument. This will occur in written interactions but can also be the case in face to face verbal exchanges where job holders will advocate the Council's position in response to opposing opinion in a formal or informal setting.

Decision Making and Innovation

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head or Director and will devise and implement strategic plans and policy in relation to several service areas.

Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

Impacts and Demands

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not be required to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable,

unpleasant or hazardous working conditions.