



# Role Profile

SERVICE MANAGER, AUDIT & RISK MANAGEMENT			
Reference No.		Type	Individual
Service	Audit & Risk Management Finance Service Finance & Corporate Services Directorate		
Job Family	Senior Manager 3	Grade	CO29

Purpose
<p>Provide an objective and evidence-based assessment and independent opinion on internal control and governance arrangements relating to Fife Council, the Fife Council Pension Fund, and the integrated joint board of the NHS Fife/Fife Council Health &amp; Social Care Partnership.</p> <p>Ensure the provision of a robust, efficient and professional Internal Audit Function that is compliant with all appropriate legislation, including the Public Sector Internal Audit Standards (PSIAS), and which supports the development and application of corporate governance within the above bodies.</p> <p>Ensure the provision of a robust, efficient and professional Risk Management Function and develop and deliver a Risk Management Strategy, supported by appropriate processes and systems.</p> <p>Provide support and advice to the Chief Executive, Executive Directors, appropriate Section 95 officers, senior management and elected members to enable robust corporate governance.</p> <p>Ensure that audit and risk management services are aligned to the Finance Service's and Council's objectives and priorities and contribute to the fulfilment of statutory functions and other business critical activity.</p>

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<p>Shape, lead and drive delivery of an audit and risk management and insurance function which ensures effective control, governance and reporting arrangements for Fife Council, the Council's Pension Fund and the Health &amp; Social Care Partnership's Integrated Joint Board (IJB).</p> <p>Develop risk management and audit strategies, action plans and monitoring/reporting arrangements. Prepare a robust Assurance Map and Audit Programme which gives a sound framework and measures to appropriate work to enable relevant governance and controls.</p> <p>Designing and driving appropriate arrangements and procedures to deliver effective, timely, proactive and responsive services in a political and partnership environment.</p> <p>Ensure effective delivery through strategy, planning and monitoring.</p> <p>Ensure that the Audit function acts as a role model and exemplar, demonstrating a high level of ethics and professionalism across the organisation.</p>	<p>CCAB/IIA qualified.</p> <p>Considerable experience of managing an audit and risk management function for an organisation of comparable scope and complexity.</p> <p>A record of successful delivery of audit and risk management in governance, monitoring and control.</p> <p>Record of success in translating strategies and emerging issues into assurance maps, audit needs assessment and audit plans.</p> <p>Management qualification or training.</p> <p>Experience of managing an insurance function.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p>
<p>Engage with managers, the Council Executive Team, Elected Members and other stakeholders to provide clear and focused advice, guidance and support for governance, including the Annual Assurance Statement, and ensuring compliance with all appropriate legislation and requirements such as the Public Sector Internal Audit Standards (PSIAS). Ensure the Council discharges its statutory functions.</p> <p>Provide assurance through an extensive range of reporting to appropriate Committees and Boards.</p> <p>Recommend courses of action to Executive Directors, the Chief Executive and Elected Members that protect the interests and integrity of the Council, the Pension Fund and the IJB, assessing the risks</p>	<p>Considerable experience of providing consistent, high quality, trusted advice to senior managers and elected members.</p> <p>Highly developed partnership, advocacy, oral and written skills that are persuasive and influential.</p> <p>Able to reach appropriate evidence-based conclusions and practical, proportionate recommendations for action and improvement.</p> <p>Able to identify and tackle critical issues head on, combined with the ability to skilfully manage potentially contentious interactions.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p>

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associated with alternative courses of action and the impact on the public.	Able to see the broad implications of events as well as understand the details.	✓	
	Able to make sound decisions under pressure.	✓	
	Experience of working at a senior level in a political and partnership environment.		✓
	Experience of representing the organisation at senior level both internally and externally.		✓
Innovate and lead change, making best use of resources and technologies. Promote fresh approaches in providing systems and services that are responsive to the needs of the Council.	Able to champion and manage change, promote and model different ways of working.	✓	
	Evidence of striving for improvements and better outcomes while managing risk and business continuity.	✓	
	Track record of commitment to improving communication and harnessing technology to achieve goals.	✓	
Maintain a proactive lead providing assurance on control arrangements and risk relating to policies, programmes and projects across the organisation.  Ensure Council policies and decisions are implemented.	Proactive approach to providing assurance in relation to policies, programmes and projects.	✓	
Promote and raise the standard of an anti-fraud and anti-corruption culture, ensuring the provision of a professional and effective Corporate Fraud and Continuous Auditing function and contribute to a corporate response to serious organised crime risks.	Up-to-date knowledge and understanding of relevant regulation, policy and best practice.	✓	

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<p>Provide visible leadership, goals, strategy and direction for the Team, working in conjunction with the Head of Service.</p> <p>Lead, manage and develop employees within the Audit and Risk Management function by promoting an open, supportive and positive culture which supports team working, healthy challenge and innovation across professional boundaries.</p>	<p>High standard of personal and professional integrity.</p> <p>Evidence of personally displaying leadership behaviours and providing clear direction to support change with genuine delegation and staff empowerment.</p> <p>Evidence of exemplary behaviour in relation to ethics and professional standards.</p> <p>Able to engender a positive performance culture and to motivate, empower and coach others to give of their best.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Maintain effective service planning, budgetary monitoring and performance management arrangements. Scan emerging Council policies and priorities to ensure the Council's audit and risk strategies and plans continue to be effective and fit for purpose and help deliver our new ways of working.</p>	<p>Commercial awareness</p>		<p>✓</p>
<p>Chair and/or contribute to programme boards, working groups and other groups.</p>			
<p>Represent the interests and views of the Council and promote good external relations through active involvement with other local authorities, government departments, other public agencies and other relevant groups.</p> <p>Maintain an effective local government network through attendance at national meetings.</p> <p>Liaise with partners, including external audit to share knowledge and use audit resources most effectively.</p>	<p>Evidence of building effective working relationships in a political and partnership environment.</p> <p>Understanding of the national agenda influencing local government in Scotland.</p>	<p>✓</p>	<p>✓</p>

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Instructing and managing external providers when additional support/specific expertise is required.				
Take lead responsibility on specific professional or managerial tasks or any cross-Directorate remits identified by the Head of Finance.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>