**Job Description**

**Main Purpose of Job:**

To lead and manage the delivery of IT Audits, including consultancy work, across the Internal Audit Partnership.

To supervise, coach, support and carry out peer reviews of the work undertaken by the Audit staff. To provide training of Internal Audit staff on the undertaking of IT audits.

To be responsible for independent review and testing of the Council’s current and proposed practices and procedures relating to:

* the secure provision of business processing
* the process for developing and acquiring new systems and facilities
* the economy, efficiency, legality, security and effectiveness of the use and exploitation of ICT facilities.

**Our Values:**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. To develop and agree an annual risk-based computer audit plan, highlighting areas deemed most at risk with the Head of Internal Audit and the Internal Audit Services Strategic Lead Managers at both Councils in the Internal Audit Partnership. To strategically align audit coverage to the authorities’ Corporate Plans and the specific requirements of the authorities concerned.
2. To review the arrangements for the provision of the ICT service, whether provided in-house or from an external source, and to review the procedures for defining and measuring the ICT service delivered. These reviews would be reported to, and discussed with, CMT, Operations Managers, and if required Councillors and working groups.
3. To review and test electronic systems being developed by the Council, or in operational use. These reviews seek to check that systems are secure, auditable, fit for purpose, managed efficiently and are being operated effectively and efficiently. The review and testing is intended to identify operational failings, risks, weaknesses in controls and procedures, and to recommend actions to address those risks and weaknesses. These reviews would be reported to, and discussed with, CMT, Operations Managers, and if required Councillors and working groups.
4. To provide specialist and professional advice and assistance on the secure and effective use of existing and proposed ICT systems and associated working practices to Senior Managers, and if required Councillors and working groups.
5. To be the corporate governance advisor and a key member of Projects teams, Project Boards, Councillor and Officer Working Groups, providing specialist professional and independent advice and assistance on the specification and implementation of corporate ICT projects and initiatives.
6. To undertake special investigations or perform root cause analysis of ICT systems to identify security weaknesses, and whether they have been subject to fraud or misuse. This may be as a result of whistleblowing and would require the reporting of findings and supporting evidence to Senior Managers, and Councillors and working groups as appropriate.
7. Lead coordinator to the National Fraud Initiative (NFI) for both Councils within the Internal Audit Partnership, ensuring compliance with Data Protection Law, accurate and confidential data extraction, and providing training and support to all relevant services areas.
8. To assist, direct, and review the work of IT and Internal Auditors as required, to ensure the objectives of the team, the audit plan, and the service plan are achieved.
9. To provide specialist technical advice, guidance and training on security risks, data retrieval and analyses, and provide first line ICT support to Internal Audit.
10. To deputise for the Internal Audit Services Strategic Lead Manager when required (mainly on computer related issues).
11. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
12. To promote and adhere to the workplace values of our organisation.

**Line Manager:** Internal Audit Services Strategic Lead Manager (Deputy Data Protection Officer)

**Responsible for:** No direct reports

**Political Restriction:**

This post is not politically restricted.

Note: This is a description of the job as it is constituted at (**March 2024)** but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience:** | * Experience of working in a similar role. * Detailed knowledge and experience of ICT management, security, networks and systems design. * Experienced in the use of CAATs (Computer – Assisted Audit Techniques) for data analysis, etc. * Experience in reviewing and advising on the management and control of ICT. * Able to demonstrate an in-depth knowledge (conceptual, theoretical and practical) of IT. * Knowledge and experience of risk-based audit planning. * Knowledge and experience of Project Management. * Supervisory experience. * Proven experience of preparing, writing and delivering reports to a range of audiences. * Experience in and possession of presentation and training skills. | * Previous relevant Local Government experience. * Knowledge of relevant ICT legislation and guidelines (e.g. Prince2, COBIT, ITIL, Data Protection, PCI, etc). * Knowledge of Local Government. * Knowledge of CIPFA guidance on computer audit practices and techniques. |
| **Skills and Abilities:** | * Able to communicate clearly and effectively both verbally and in writing. * Excellent interpersonal skills; ability to liaise with and advise users across diverse service areas in the Council. * Ability to work effectively as part of a team. * Ability to demonstrate both initiative and flexibility within defined procedures. * Ability to demonstrate conciliatory and advocacy skills. * Ability to make decisions and recommendations and give advice based on policies and procedures. * Evidence of good diplomacy and negotiation skills. * Ability to use a creative and innovative approach to problem solving. * Ability to train and mentor inexperienced staff. |  |
| **Education and Training:** | * Degree level or equivalent skills/experience. * ISACA Certified Information System Auditor (CISA) or equivalent. | * Degree in Computer Science or equivalent skills/experience. * Qualified accountant, preferably CIPFA or equivalent with proven experience of auditing. |
| **Other Requirements:** | * A commitment to own development and to supporting training and development initiatives. * Promote a positive communication across the organisation, encourage constructive relationships and develop staff feedback methods. * Must be mobile / have access to a car to attend business meetings at other sites / locations within the district on a regular basis. * Flexible and willing to work outside of normal working hours occasionally. * When requested work within Partner Councils within Service Level Agreement arrangements. | * Current valid UK driving licence and own vehicle. |

**INTERNAL AUDIT CAREER GRADE & PROGRESSION FRAMEWORK**

**AUDITOR: Band 5 – Band 6**

**SENIOR AUDITOR: Band 7 – Band 8**

**ASSITANT INTERNAL AUDIT MANAGER (ICT) Band 8 – Band 9**

Individuals may be appointed within the range scp xx to scp xx depending on qualifications, experience and competency. This framework sets out the progression criteria (the specific qualifications, experience and competencies) required at each level/grade.

Annual incremental progression will take place each April through the current grade until reaching the relevant bar/top of current grade, subject to the minimum levels of competence being achieved as set out in this framework.

Progression within the grade may be accelerated or halted dependent upon the achievement of the identified levels of competence, as specified by the individual’s line manager.

Further progression to the next grade will be dependent on performance and the achievement of the appropriate progression criteria and will be at the discretion of Head of Internal Audit taking into account all performance factors and the needs of the service at that time.

An individual’s experience and achievement will be assessed as part of the My Conversation process in terms of reviewing progress made in the previous year and setting targets for the following year. If performance is not considered to be satisfactory, the Head of Internal Audit may withhold progression.

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|  | **Assistant Internal Audit Manager (IT)**  **Band 8**  **Scp 33 - 37** | **Assistant Internal Audit Manager (IT)**  **Band 9**  **Scp 38 - 42**  **Additional competencies** |
| **Education and Training** | Educated up to RQF Level 5  Studying towards ISACA Certified Information System Auditor (CISA) or equivalent | Educated to degree level (RQF Level 6)  ISACA Certified Information System Auditor (CISA) or equivalent |
| **Knowledge and Experience** | Detailed knowledge and experience of ICT management, security, networks and systems design.  Experience in reviewing and advising on the management and control of ICT.  Experience of working in a similar role.  Knowledge and experience of risk-based audit planning.  Proven experience of preparing, writing and delivering reports to a range of audiences. | Able to demonstrate an in-depth knowledge (conceptual, theoretical and practical) of IT.  Experienced in the use of CAATs (Computer – Assisted Audit Techniques) for data analysis, etc.  Knowledge and experience of Project Management.  Supervisory experience.  Experience in and possession of presentation and training skills. |
| **Skills and Abilities** | Able to communicate clearly and effectively both verbally and in writing.  Excellent interpersonal skills; ability to liaise with and advise users across diverse service areas in the Council.  Ability to work effectively as part of a team.  Ability to demonstrate both initiative and flexibility within defined procedures.  Ability to make decisions and recommendations and give advice based on policies and procedures. | Ability to demonstrate conciliatory and advocacy skills.  Ability to use a creative and innovative approach to problem solving.  Ability to train and mentor inexperienced staff.  Evidence of good diplomacy and negotiation skills. |