Principal Auditor - General

JE Code: 1849



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Internal Audit & Risk Management |
| **Reports to:** | Audit and Risk Manager |
| **Job Family:** | Professional and Technical |
| **Grade:** | I |
| **Political restricted:** | N |
| **Date:** | September 2023 |

**Key Deliverables**

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| **1.** | Provide MKCC Management with independent assurance that their area is being delivered legally, risks are identified and effectively managed, control systems are appropriate and value for money is achieved in line with the Council’s objectives. |
| **2.** | Maintain an understanding of current audit and risk management techniques, organisational risks, and the controls and risk mitigations needed to manage those risks and to provide assurance that the risk management framework is designed and operated effectively. |
| **3.** | Develop effective working relationships with all parties associated with the delivery of the MKCC Internal Audit Plan, including Unit Managers, Heads of Departments; Directors and other Auditors. |
| **4.** | Responsible for the delivery of complex and highly sensitive audit assignments and or consultations, while maintaining Audit independence. |
| **5.** | Ensure that all work is completed to a high standard and in accordance with the MKCC Audit Manual and meets the requirements of Public Sector Internal Audit Standards. This includes the use of audit management software and SharePoint. |
| **6.** | Prepare professional quality audit reports, often within tight timescales, drawing together information from multiple sources and identifying key issues. |

*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)**

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| **1.** | Professionally qualified CCAB Accountant or Chartered Internal Auditor, or willing to study towards qualifications. |
| **2.** | Evidence of forward-looking, innovative, and business acumen with demonstrable experience in the delivery of Internal Audits across a wide range of financial and non-financial areas. Proven capacity to operate in a highly visible role yet maintain an independent mindset. |
| **3.** | Demonstrable knowledge of current internal auditing methodologies; systems based and compliance auditing. |
| **4.** | Demonstrable high level of written and interpersonal skills with the ability to communicate with all levels within organisation, potentially to include senior management. |
| **5.** | Proven ability in decision making and analysing information, adopting a solution-based approach. |
| **6.** | Proven ability to plan and lead on project/audit assignments in a timely and effective manner, taking account of changing circumstances. |
| **7.** | Proven ability to work independently and flexibly as part of a team. |



Job Family

Professional/Technical

Grade I

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| **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 |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

### Role characteristics

At this level job holders use their extensive experience and postgraduate level professional knowledge to take a lead in complex interactions with others, delivering change by evidence-based argument and persuasion. They exert professional influence on the organisational structures and procedures within their working area to enhance productivity, efficiency and customer satisfaction.

### The knowledge and skills required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, planning and communication

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action which 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 a position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

### 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.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

### Impacts and demands

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.

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

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.