

ROLE PROFILE

Role Title	Internal Auditor (Level 4)	Reporting to	Internal Audit Manager
		District/Department	Office of the Police and Crime Commissioner (OPCC)
Tenure		Rank/Grade	SO1

Part A – JOB DESCRIPTION

Overall purpose of role	Working under the direction of the Line Management to assist in the provision of an efficient, effective and independent internal audit service, as defined by the Public Sector Internal Audit Standards (PSIAS). To give assurance to internal and external stakeholders and their respective Section 151 Officer, as to the adequacy of each respective organisation's financial and managerial arrangements.
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Key outputs for role
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Code of Ethics ensuring that the values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. To deliver tasks across any client allocated by Line Management from the Audit Plan, acting as Lead Auditor specifically to monitor, check, appraise and evaluate the management of risk and systems operated by the relevant internal and external stakeholders in order to report on the adequacy of internal control arrangements. 3. To identify, where appropriate, insufficient management of risk and control within the organisation, enabling the promulgation of good practice and ensure the implementation of corrective action in order to improve the control environment. 4. To carry out a large range of audit tasks using various techniques recognising best practice, probity, value for money, the Scheme of Delegation, Financial Regulations and Standing Orders, where appropriate in order to provide an effective assurance function to the Section 151 Officer. 5. To plan, design, undertake, co-ordinate and implement audit work to meet specific deadlines laid down by Line Management in order to contribute to the effectiveness of the Internal Audit service. 6. To report and discuss audit findings and recommendations with relevant stakeholders, in order to ensure Internal Audit recommendations are formally agreed via an action plan and to ensure implementation of recommendations. 7. To assist in ad hoc fraud/ suspected irregularity investigations when required, safeguarding the organisations assets so as to counter fraudulent/ corrupt activities and identify control improvements. 8. To assist in identifying improvements within the service provided by Internal Audit so as to ensure a high quality of service delivery. 9. To undertake as directed by the Line Management appropriate proactive and reactive work on behalf of the relevant stakeholder groups. 10. Provide any other support necessary to enable the Police and Crime Commissioner to fulfil their role.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Liaise with internal and external stakeholders to provide and obtain relevant audit information. • Work under limited supervision and guidance. • Coach and develop internal auditors.

Work/Business contacts

Internal: Police & Crime Commissioner, Treasurer (OPCC), Chief Executive (OPCC), Chief Constable, Section 151 Officer, Chief Officer Team, Divisional and Departmental Heads and members of the Joint Independent Audit committee, police and support staff at all levels.

External: Other Police Forces.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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| • Experience in communicating complex information to a range of stakeholders, demonstrating excellent written, oral and interpersonal skills. | Essential |
| • Highly numerate with a methodical and analytical approach to work. | Essential |
| • Achieved Certified Internal Auditor (part one, two and three)/equivalent qualification (eg CCAB part-qualified) and/or in depth relevant experience (minimum 2 years). | Essential |
| • Ability and understanding of internal audit, purpose, application and risk management. | Essential |
| • In depth experience of interpreting management information. | Desirable |
| • Experience in coaching and developing colleagues. | Desirable |
| • Relevant IT skills (eg IDEA, ACCESS). | Desirable |
| • In depth experience of dealing with management. | Desirable |

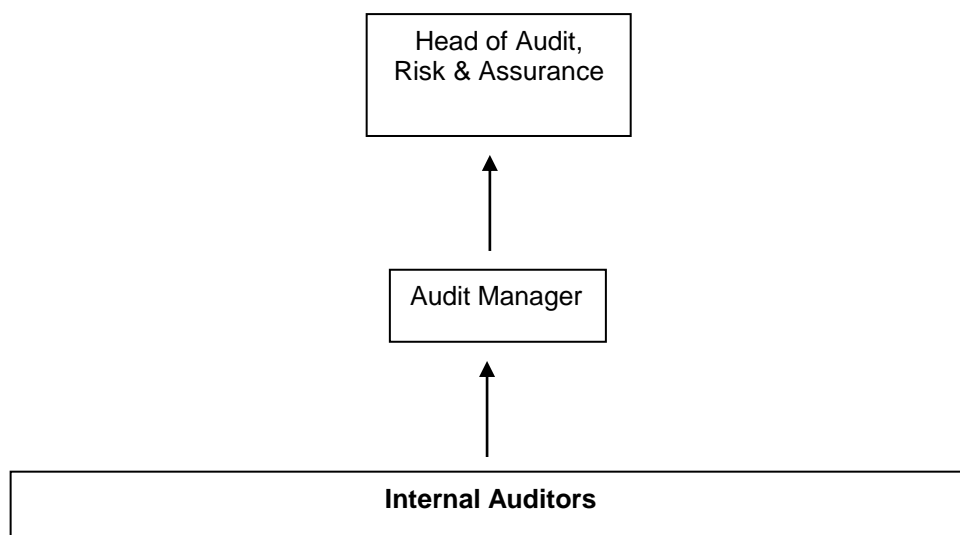
Other (Physical, mobility, local conditions)

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| • Prepared to work flexibly to suit the requirements of the department. | Essential |
| • Ability and willingness to travel for business purposes. | Essential |

Expertise in Role - After initial development - Level 2

- Proven demonstration of ongoing professional development.
- Studying for Chartered Internal Auditor from the IIA (3 Case Studies and a 16 competency professional experience journal)/equivalent qualification.
- Ability to demonstrate awareness of innovative approaches and their appropriateness to audit within the relevant organisation.
- Ability to present information effectively.

Structure



PART B – SKILLS FOR JUSTICE OPCC PERSONAL QUALITIES

<i>National Competencies</i>	<i>Level</i>		<i>Level</i>
• Service the public	SO	• Managing performance	SO
• Professionalism	SO	• Decision making	SO
• Leading strategic change	SO	• Working with others	SO
• Leading the workforce	SO		

EO = Executive officer level; PO = Principal officer level; SO = Senior officer level; **SP = Support officer level**

PART C - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	