

HUNTINGDONSHIRE DISTRICT COUNCIL

Subject Matter: Internal Audit & Risk Manager Job Description
Meeting/Date: Corporate Governance Panel – 23 July 2014
Executive Portfolio: Resources: Councillor J A Gray
Report by: Managing Director
Ward(s) affected: All

Executive Summary:

The adoption of the Public Sector Internal Audit Standards (PSIAS) in April 2013 and the Internal Audit Charter, introduced a number of changes in the relationship between Internal Audit and the Panel.

One of the changes was a requirement that the job description and grade of the post of the Internal Audit & Risk Manager be reported to the Panel for information.

The job evaluation process was concluded in May 2014. The Internal Audit & Risk Manager post was evaluated at Grade I. The job description for the post is attached at Appendix 1.

Financial Implications:

The salary for the post including on-costs is built into the current budget.

Recommendation(s):

It is recommended that the Panel note the report.

Contact Officer

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JOB DESCRIPTION

DEPARTMENT	Resources
SECTION	Internal Audit
JOB TITLE	Internal Audit & Risk Manager
POST NUMBER	CT011
SALARY GRADE	Grade I
RESPONSIBLE TO	Head of Resources
RESPONSIBLE FOR	2.5 members of staff + external computer audit service
PURPOSE OF POST	To deliver, as efficiently and effectively as possible within the budget provided for the purpose, internal audit, risk management and insurance services to the Council and its managers.
MAIN DUTIES	
1	To be accountable for ensuring that services are delivered in an efficient and timely fashion. This will include: <ul style="list-style-type: none"> • Creation of an audit plan • Delivery of the audit plan • Monitoring of the delivery of agreed audit actions • Provision and maintenance of the risk register • Development of the Council's risk management processes • Provision of an insurance service • Provision of advice and assistance to managers • Reporting to the Corporate Governance Panel on issues relating to the above
2	To be responsible for contributing to: <ul style="list-style-type: none"> • The overall management of the Resources Division • The system of internal control and associated governance processes including the annual governance statement
3	To be accountable for the management of the Internal Audit, Risk and Insurance Service which includes: <ul style="list-style-type: none"> • Agreeing and monitoring the achievement of performance targets • Introducing developments and improvements that take account of "best practice" and increase the efficiency and effectiveness of staff and managers • Motivating and appraising staff • Training and development of staff • Safeguarding the health and safety of staff • Ensuring that staff are aware of and abide by the policies of the Authority that relate to them • Representing the Division/Directorate at nominated working Groups and outside bodies
4	To be accountable for carrying out the responsibilities of an employee which include: <ul style="list-style-type: none"> • Ensuring the health and safety of themselves and other employees and visitors to the Council's premises • Complying with all policies of the Council that apply to its employees
5	To undertake such other duties as are appropriate to the nature and grading of the post as are required from time to time.