**JOB DESCRIPTION**

**Job title: Principal Auditor** *(Joint position between Office of the Police and Crime Commissioner (OPCC) and West Midlands Police (WMP))*

**Grade: 9**

**Directly responsible to:** Head of Internal Audit

**Directly responsible for:** Auditors

**Location:** Office of the Police and Crime Commissioner West Midlands

**Job Purpose:**

To support the Head of Internal Audit in the delivery of the internal audit plan and providing a highly effective internal audit function ensuring high levels of compliance with the Public Sector Internal Audit Standards (PSIAS) and other mandatory guidance.

To conduct and lead on key risk based audits of a complex nature and make recommendations to management to address any weaknesses in the risk, governance and control frameworks.

Deputise for the Head of Internal Audit.

This post is politically restricted

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| **Main duties and responsibilities:** |
| 1. Support the Head of Internal Audit in the formulation and implementation of audit policies and procedures, and in the preparation and delivery of the audit plan 2. Support team performance by adhering to the requirements of the Internal Audit Charter and Quality Assurance and Improvement Programme 3. Support the Head of Internal Audit in ensuring that the internal audit team provide a high quality risk based service that meets the needs of the organisation and its stakeholders and complies with PSIAS and other mandatory guidance and statements issued by appropriate professional bodies, e.g. CIPFA, IIA, etc. 4. Supervise Auditors in the conduct of audit assignments maximising their effectiveness to deliver quality audit outputs 5. Provide consultancy activity to management to ensure adequate controls are built into systems under development, or subject to amendment and on ways to improve the governance, risk management and internal control frameworks. This includes providing advice at project boards and working groups 6. Personally undertake high level risk based audits in complex, high risk areas 7. Develop risk based audit briefs in consultation with operational managers and portfolio owners 8. Make formal recommendations to management to address weaknesses and drive improvements in risk, governance and internal control frameworks 9. Prepare comprehensive evidence based working papers to a professional standard to support findings and recommendations reported 10. Develop and produce audit reports and presentations identifying risks, weaknesses, root causes and mitigations and present to a range of audiences 11. Conduct special investigations in accordance with the Fraud Response Protocols of West Midlands Police and Crime Commissioner and West Midlands Police. This may include attending disciplinary hearings to present evidence 12. Build, maintain and manage effective and influential relationships with a wide range of colleagues, including senior leaders within both the Force and OPCC 13. Maintain professional awareness and keep abreast of issues affecting internal audit and the wider public sector 14. Deputise for the Head of Internal Audit in his/her absence. 15. Promote the highest standards of ethics and professional standards across the organisation based on the principles of integrity, objectivity, competence and confidentiality 16. Work with minimal supervision and make decisions using own initiative and experience |
| **Other responsibilities:** |
| * Take personal responsibility for professional development and maximise own resources in a way that reflects the values of the Police and Crime Commissioner West Midlands and West Midlands Police. * Plan and undertake all aspects of effective staff development and management of staff who report directly into this post, including one to one’s and performance appraisals. * Work closely with the other colleagues to improve operational practices and effectiveness. * Ensure compliance with all OPCC policies, procedures and practices. * Undertake additional duties as are reasonably commensurate with this post. |

**Person Specification**

| **Factors** | **Essential** | **Desirable** | **How Identified** |
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| Qualifications | Chartered Internal Auditor with the Institute of Internal Auditors; or qualified CCAB Accountant. | Degree or equivalent | Application form |
| Experience | Experience of:   * Internal Auditing in a complex organisation * Leading audits and undertaking complex strategic reviews * Working with managers to find innovative and creative problem solving solutions to address control weaknesses * Developing risk based audit testing programmes for complex systems and processes * Carrying our research using a range of techniques * Analysing and interpreting complex data sets and using information to identify risks and control weaknesses in systems * Providing proactive advice and consultancy to a wide range of stakeholders on high profile systems and projects * Undertaking and directing Investigations * Horizon scanning to keep abreast of emerging issues * Supervising and directing staff in a supportive manner * Presenting data and information in a wide range of formats for a range of audiences at all levels | Experience of:   * Working in Internal Audit within the Public Sector * Experience of project management methodologies * Experience of auditing information technology and information security systems and processes | Application form  Interview  Test |
| Knowledge and skills | A full understanding and extensive knowledge of:   * Public Sector Internal Auditing Standards and IPPF framework * Current issues facing internal audit, the Public Sector and Policing * Risk, governance and internal control frameworks * Highly developed communication and presentation skills * Proven negotiating and influencing skills * Excellent writing skills * Ability to critically examine reports on internal audit and risk management issues * Construct coherent arguments and articulate audit findings clearly to a range of audiences, formally and informally using a variety of techniques * Ability to analyse and interpret information on which to draw out conclusions * Ability to deal with conflict in a reasoned, persuasive way * Ability to utilise a full range of standard office IT software/packages * Motivating and inspiring others to achieve * Demonstrate objectivity and independence | * Understanding of the work of the Police and Crime Commissioner and Police Forces * Experience of using specific audit software to record audit findings and produce reports, e.g. Galileo * Experience of using data analytical tools to analyse and interpret information | Application form  Interview  Test |
| Personal Qualities | * Proactive ‘self-starter’ * Ability to work on own initiative and prioritise and manage own workload * Ability to work as part of a team to achieve objectives * Seeks to improve ways of doing things and looks for new challenges * Commitment to continuous professional development * Committed to providing a quality service and to continuous improvement * Demonstrates motivation and encourages other members of the team * Uses initiative and makes informed decisions to achieve the services goals |  | Interview |