

# Job Profile

Position Details	
Post	Deputy Head of Audit and Risk Management
Service Area	Corporate Governance, Audit and Risk Management
Reports to	Head of Audit and Risk Management
Grade	Level C: Senior Professional Lead 1 (HC1A)
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. To lead the counter fraud services and to ensure that duties are carried out in compliance with corporate policy, professional guidelines and statutory requirements. To include: <ul style="list-style-type: none"> <li>• Direct management and supervision of the counter fraud team;</li> <li>• Provide expert advice on risk management, counter fraud and internal audit matters;</li> <li>• Manage the risk management operation exercising a high degree of personal responsibility without detailed supervision; and</li> <li>• Co-ordinate services and supports the Head of Audit and Risk Management in enhancing these services across the Council in line with best practice and statutory guidelines.</li> </ul> </li> <li>2. To support the Head of Audit and Risk Management in overseeing the internal audit and carry out high level audit and consultancy assignments.</li> <li>3. To consistently achieve strategic performance targets and reporting requirements and meet deadlines.</li> <li>4. Act as an advocate for risk management and actively promote counter fraud and audit services within Haringey Council and Homes for Haringey to deliver business opportunities.</li> <li>5. To support and advise the Head of Audit &amp; Risk Management as required in the overall management of the risk management, counter fraud and risk management services.</li> <li>6. To be accountable to client officers for the quality and delivery of counter fraud and risk management services.</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To oversee the provision of counter fraud work. This includes the development and maintenance of a comprehensive process to carry out reactive and proactive work in line with best practice and other professional standards.</li> <li>2. To lead on the Council's risk management, to develop and maintain an effective framework for managing the Council's risks and to promote, support and co-ordinate its implementation at elected member and officer level to ensure that sound risk management practice is accepted as an integral part of the Council's business planning, budget setting and performance management processes, and is part of every manager's role.</li> <li>3. Ensure that the identification and management of business risk is embedded into the</li> </ol>

Council's cultures and practices, to contribute to the Council's performance management framework, and to support continuous improvement in service delivery.

4. Provide advice, information and training to elected members and senior officers (including project and partnership boards) on the identification and management of risks and to provide input into the Council's corporate governance processes.
5. To have responsibility for all aspects of staff management of the reactive fraud team, providing direction, advice and support as appropriate or required in accordance with relevant legislation, policy and procedure. To organise and prioritise the groups workload and set and monitor team and personal objectives.
6. To manage the allocation of investigation cases received by the team in accordance with agreed procedures and processes and within agreed timescales and to ensure appropriate progress.
7. Manage your own and your team's time and resources effectively, proactively identify, foresee and take ownership of issues affecting delivery, providing solutions and options ahead of deadline.
8. Contribute to planning and delivering a counter fraud programme.
9. To support the Head of Audit and Risk Management in the delivery of the internal audit work, including carrying out reviews at the direction of the Head of Audit and Risk Management.
10. Contribute to the development of the Council's Annual Governance Statement and Head of Internal Audit Opinion in line with statutory requirements and best practice guidelines.
11. To prepare high quality technical and practical information, draft reports for senior management on counter fraud, risk and internal audit for senior management and committees in line with key deadlines. Produce and deliver robust, evidence based independent audit and counter fraud reports for individual assignments and for the wider team that meet the requirements of the HOIA and customers.
12. Contribute to the leadership of the risk management team and support deputise for the Head of Audit and Risk Management on counter fraud, risk management and audit matters. Look to continuously improve your own development and that of the wider team. Recognising both good practice and addressing any poor performance issues.
13. Ensure that risk management systems are utilised and maintained.
14. To prioritise and organise workloads of the counter fraud team where necessary, to work without direct supervision. To manage inter-agency relationships including those with the Police, HMRC, DWP and other local authority fraud practitioners.
15. To use own initiative and sound judgement to meet individual and team performance targets within timescales set for delivery of the counter fraud work and strategic projects and key strategic risks.
16. To provide advice to departments and schools on counter fraud, risk management and internal audit.
17. To support the Head of Audit and Risk Management on procurements around counter fraud, internal audit and risk management.
18. Any other enquiries that may be deemed necessary.

19. To adopt any new methodology that may become appropriate resulting from new practices and / or improved techniques.
20. Knowledge and understanding the requirements of the disciplinary codes and procedures, to advise and support other Council Officers leading on internal disciplinary matters and where required to participate at disciplinary interviews and attend and participate in disciplinary hearings.
21. To maintain an up to date knowledge of regulations and good practice in relation to counter fraud, internal audit and risk management.
22. To carry out the duties of the post outside of normal working hours when required.
23. To undertake other duties and responsibilities of a similar or higher professional nature which may be allocated or become appropriate.

Generic Responsibilities
1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. A fully qualified member of a UK Accountancy Body (CCAB) or Institute of Internal Auditors, with substantial post qualification experience at senior level.	E
2. Qualifications in Risk Management and / or Counter Fraud desirable.	D
3. Substantial record of achievement at management level in a comparable organisation, with extensive experience in one or more of the functional areas within the service.	E
4. Able to research, write and present reports on complex subjects which are clear, understandable and accessible to a variety of audiences in order to gain consensus or agreement on the proposals within the report.	E
5. Track record of establishing and maintaining positive working relationships within the Council and with external government departments and agencies, contractors and other sectors, ensuring that financial issues receive appropriate priority across the organisation.	E
6. Substantial experience of using strategic and service planning, target setting and performance management as tools to accelerate service improvement; with an extensive record of success in leading, managing and motivating staff to achieve agreed outcomes.	E
7. A knowledge and understanding of audit, counter fraud and risk management processes and practice in a large multi-purpose organisation; and an ability to demonstrate the effectiveness of audit and risk management procedures in a pro-active and innovative context to assist service managers in developing	E

effective strategic and operational planning.	
8. Experienced in leading and developing high level internal audits and advisory work across a broad range of subjects that goes beyond compliance to deliver insight, added value and strategic advice.	E
9. Ability to plan, manage and control complex and diverse workloads and deliver these within agreed timescales.	E
10. An excellent communicator both in written reports and verbally to all levels of the organisation, which is supported by demonstrable experience.	E

Main Contacts & Other Information	
<u>Main Contacts:</u>	<p>Head of Audit and Risk Management</p> <p>Assistant Director of Corporate Governance</p> <p>Chief Executive, all Directors, Assistant Directors, Service Managers and Legal and Performance Management and Finance Officers</p> <p>Chair of Corporate Committee</p> <p>Members</p> <p>External Auditors and other government bodies</p> <p>Residents</p>
<u>Other Information:</u>	<p>This position requires the post holder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please refer to structure charts in the pack.

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
		x		
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	100%	Use of a computer.	Yes	70%
Audio typing.	No		Crisis or conflict situations.	Yes	10%
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	15%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
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<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
-
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
-
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
-
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
NFI – Administration of NFI to comply with the statutory obligations.
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
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