

**Team Lead (Tier 4b)**

<b>Job Title</b>	Audit Engagement Manager
<b>Salary Grade</b>	O plus market supplement of £6,000 per annum, to be reviewed after 2 years
<b>Directorate/Service</b>	Resources Directorate - Finance
<b>Accountable to:</b>	Internal Audit Manager
<b>Accountable for:</b>	A small team of Auditors / Audit Officers
<b>Politically restricted post</b>	No
<b>Delivery teams:</b>	Internal Audit

**Context**

You will play an active role as part of our service team working in partnership with our Commissioning Team Leaders to innovate our service delivery capabilities.

You will be the primary contact for the delivery of Internal Audit services to external clients which are in accordance with professional standards.

You will support the Service Manager and other Engagement Managers in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers and customers.

**Specific role assignment**

<b>Delivery responsibilities</b>	<p>Provision of an internal audit and counter fraud services to Warwickshire County Council and a number of external clients.</p> <p>Managing a team of auditors delivering services, as set out in the overall audit strategies and plans.</p> <p>Being the engagement manager for specified clients supported by the service, which could be Warwickshire County Council and/or external clients.</p> <p>Providing strategic advice to senior management on matters of governance and control, and the</p>
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	<p>preparation of reports to senior management teams and committees.</p> <p>To manage audit, consultancy and investigative assignments for clients utilising audit resources as appropriate.</p> <p>To undertake personally, or lead, as appropriate, the most high profile and complex assignments.</p> <p>Supporting the identification and management of new business opportunities to trade with external clients – shaping new services, bidding for opportunities, and managing/retaining contracts.</p> <p>To take shared ownership within the audit management team for the formulation of the service's work plan.</p> <p>To maintain up-to-date knowledge of codes of practice, legislation and other developments affecting clients, local government in general and the internal audit profession.</p> <p>Management and oversight of the certification of grant claims and any statistical returns.</p> <p>Ensuring the service complies with all relevant internal audit standards, primarily the Public Sector Internal Audit Standards.</p> <p>Ensuring the development and maintenance of practice guides including the Audit Manual.</p> <p>Lead service improvement activities.</p> <p>Provide monitoring reports on the delivery against the audit plan at an organisation-wide level.</p> <p>Deputise for the Internal Audit Manager as Head of Audit where required, including presentation of reports to Audit Committees as required.</p>
<b>Key business measures</b>	Developing an agreed audit plan for client organisations.

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	<p>Delivery of agreed audit plan to required quality, timescales, and professional standards.</p> <p>Delivery of required investigations to timescales and quality standards.</p> <p>Maintenance of client satisfaction particularly in respect of external clients.</p>
<b>Statutory responsibilities</b> <i>(if applicable)</i>	Supports the Internal Audit Manager in meeting their statutory responsibilities.
<b>Specific experience</b>	<p>Extensive experience of internal audit in a large complex organisation.</p> <p>Extensive experience of counter fraud in a large complex organisation.</p> <p>A wide understanding of local authority services and risk management, control and governance requirements and the role of a modern, high quality internal audit service.</p> <p>Up-to-date knowledge of codes of practice, legislation and other developments affecting our clients, local government in general and the internal audit profession.</p> <p>Experience of using electronic audit management systems.</p>
<b>Specific qualifications/and registration</b>	<p>Chartered Member of the Institute of Internal Auditors (CMIIA) or Qualified Accountant</p> <p>Successful completion of security checks required by every client.</p>
<b>Budget responsibility</b>	None
<b>FTE responsibility (line management)</b>	A team of auditors and audit officers up to ~8 FTE.
<b>Key stakeholder relationships</b>	<p>Members and Senior managers within Warwickshire County Council.</p> <p>Members and Senior managers of third party organisations to whom internal audit services are provided.</p> <p>Maintaining links with professional peers in the region and nationally.</p>

## Team Lead (Tier 4b)

### Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> <li>• Deliver in year service plan (1 year)</li> <li>• Effective contract and supplier management</li> <li>• Meet budget, savings and income targets</li> </ul>

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"> <li>• Statutory compliance</li> <li>• Professional practice</li> <li>• Procedure compliance</li> </ul>

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"> <li>• Deliver operational performance objectives</li> <li>• Manage the workforce</li> <li>• Deliver continuous improvement plans</li> </ul>

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

### Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> <li>• Workforce development</li> <li>• Workforce planning</li> </ul>

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives

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- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> <li>• Monitors the service performance framework</li> <li>• Effective service design</li> </ul>

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> <li>• Deals with performance issues</li> <li>• Maintains business continuity</li> <li>• Role model of how we work principles</li> </ul>

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

## Team Lead (Tier 4b)

### WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

### Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

### Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

**Strategy...** the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...** the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...** the process for meeting need at an individual level or to a specific group



**Delivery...** providing services to our customers

