

## Job Description

<b>JOB TITLE:</b>	<b>Head of Internal Audit, Anti Fraud &amp; Risk</b>
<b>GRADE:</b>	<b>Grade P</b>
<b>POST NUMBER:</b>	
<b>DIRECTORATE:</b>	<b>Resources</b>
<b>SERVICE:</b>	<b>Finance</b>
<b>RESPONSIBLE TO :</b>	<b>Director of Finance</b>
<b>RESPONSIBLE FOR:</b>	<b>Directly: Audit Manager; Anti-Fraud Manager; Risk Manager Indirectly: Audit team; Anti-Fraud team; Risk Officer</b>
	<b>DBS Enhanced check required This post is politically restricted</b>
<b>JOB SUMMARY:</b>	<ol style="list-style-type: none"> <li>1. To ensure that an effective internal audit and investigation service is provided for the London Borough of Tower Hamlets and Tower Hamlets Homes (THH) in accordance with statutory requirements and best practice.</li> <li>2. To manage the audit and investigation units and ensure that service plans and objectives are met across the borough.</li> <li>3. To manage the contract(s) for the external provision of part of the internal audit service for the borough.</li> <li>4. To maintain and develop counter-fraud and corruption strategy for the borough.</li> <li>5. Lead and support the organisation in its appreciation and management of risk facing the council.</li> <li>6. To advise, give focus to and regularly review arrangements for corporate governance for the borough.</li> <li>7. To report to the Tower Hamlets Audit Committee and to be the nominated point of contact for the Tower Hamlets Audit Committee.</li> </ol>

	<p>8. To contribute as a member of the Resources Divisional Management Team and Corporate Leadership Team.</p> <p>9. To offer expert advice on internal control and governance within Tower Hamlets Council and Tower Hamlets Homes.</p>
<b>ROLE REQUIREMENTS:</b>	
1.	To carry out the role of Head of Internal Audit's (HIA) internal audit responsibilities as defined in the Accounts and Audit Regulations and other legislation and relevant codes of practice and to ensure that internal governance, risk management and financial control is maintained throughout the council and THH.
2.	To be the executive responsible for the internal audit service, including drawing up the internal audit strategy and annual plan and giving the annual audit opinion for the borough.
3.	To ensure the effective governance of the shared service with regular performance reporting to Corporate Leadership Team and Audit Committee. Lead the strategic development of the service and ensuring a high profile presence of Internal Audit within the council and THH.
4.	To ensure that Internal Audit is one of the cornerstones of effective governance. The Head of Audit has the responsibility for reviewing and reporting on the adequacy of the control environment, including the arrangements for achieving value for money for the borough.
5.	To issue the annual internal audit opinion and other reports that gives assurance to the Leadership Teams and others, and makes recommendations for improvement for the borough.
6.	To provide objective challenge and support and act as a catalyst for positive change and continual improvement in governance in all its aspects for the borough.
7.	To develop and implement internal audit plans based on assessment of risk and to present such plans for approval by Audit Committee. To report regularly to MAB, Audit Committee, and Finance and Audit Committee for THH or equivalent on the internal audit plan for the borough.
8.	To work with Chair of Audit Committee to ensure the authority has an effective CIPFA code compliant Audit Committee.

9.	To manage the anti-fraud teams to meet their objectives of combating fraud and corruption perpetrated against the borough. To plan and organise the team's activities to provide a comprehensive and effective investigation service for the borough.
10.	To ensure close working relationships with the Metropolitan Police through local joint-working initiatives and with the Department for Work and Pensions and Border and Immigration Agency, including the development of a partnership approach to investigations.
11.	To prioritise and plan audit and investigation work for the borough and any third parties through service level agreements, taking account of risk assessments and priorities agreed with the Corporate Director, Resources and Divisional Director, Finance, Procurement and Audit.
12.	To maintain and develop the borough's counter-fraud and corruption strategies, reporting progress regularly to MAB, Audit Committee, Finance, and Audit Committee.
13.	To manage the Internal Audit Partner's for external provision of part of the audit service, agree bench marking and cross authority themed and value for money reviews, develop monitoring systems, performance criteria and to control costs.
14.	To be a member of the Finance Directorate and Audit & Anti-Fraud Management teams and Leadership Forum and equivalent bodies in the borough providing advice on corporate governance issues as necessary.
15.	To coordinate the Annual Governance Statement to ensure activities throughout the year, including the issue and return of the Letters of Representation and Declarations of Interest provide adequate assurance, preparing action plans with colleagues as relevant and to lead on drafting the Annual Governance Statement.
16.	Lead and support the organisation in its appreciation and management of risk facing the council.
17.	To maintain a close working relationship with the Council's external auditors, including the development of a managed audit approach to annual assurance for the Borough.
18.	To maintain and develop effective working relationships with other organisations and agencies on audit, control, risk and counter-fraud matters and to arrange co-operation and

	resources for national anti-fraud exercises and Inland Revenue requirements.
19.	To develop a customer-orientated approach and ensure that best professional practice and effective customer care are maintained.
20.	To represent the borough in any disciplinary or legal proceedings that may arise from investigations.
21.	To promote principles of good corporate governance, whistle blowing and accountability for the borough and key partners and provide advice and assistance to colleagues as required.
22.	To keep records of, and review at least annually, the borough arrangements for good corporate governance and internal audit effectiveness.
23.	To understand, adhere to and promote the borough's Equality and Diversity Policies, to lead by example and promote the borough's Codes of Conduct.
24.	To ensure compliance with all borough policies including, inter alia, Data Protection, Financial Regulations, Confidentiality and Health and Safety.
<b>CORPORATE RESPONSIBILITIES</b>	
25.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
26.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
27.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
28.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
29.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.

#### **OTHER CONDITIONS:**

LBTH Job Description and Person Specification Head of Internal Audit, Anti Fraud & Risk

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

## Person Specification

Person Specification for the Post of Head of Internal Audit, Anti-Fraud & Risk		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form; T= Test; I= Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge and understanding of the role of internal audit in a local authority environment</li> <li>• Substantial knowledge of modern audit planning and strategic risk management systems and procedures</li> <li>• Expert knowledge of the law and practice in relation to an anti-fraud strategy, intelligence, investigations, interviewing witnesses and suspects and the prosecution of suspects</li> <li>• Evidence of CPD to support knowledge of changes in government legislation in relation to local government</li> <li>• Experience of using skills and knowledge to support services to achieve improvements in effectiveness, value for money and outcomes</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Qualified CCAB, CIMA or IIA with significant post qualification experience</li> <li>• Track record in forging a highly motivated and performing team from diverse backgrounds and ability to lead and influence multi-disciplinary teams and senior managers to achieve strategic objectives</li> <li>• Successfully led and delivered major cultural change and organisational change in a large, complex organisation.</li> <li>• Ability to quickly establish credibility with Departmental Management</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p>

	<p>Teams, Corporate Directors, Members and other key stakeholders, promoting good risk management practice within the organisation.</p> <ul style="list-style-type: none"> <li>• Evidence of engaging and working with senior leadership teams, providing strategic risk management advice and critical decision making.</li> <li>• Experience of presenting reports to senior managers and members</li> <li>• Ability to use acquired knowledge and skills to provide support to a wide range of functions and services</li> <li>• Good experience of working with key partners and external agencies to promote and implement anti-fraud measures</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p>
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<b>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</b>	<ul style="list-style-type: none"> <li>Leads and supports positive working relationships across the council and with partners to optimise outcomes</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Keeps abreast of external changes which impacts on delivery, seeking collaborative solutions to achieve the best outcomes</li> </ul>	E	A/I
<b>We are OPEN and transparent</b>	<ul style="list-style-type: none"> <li>Strongly facilitates with various stakeholders to deliver the pace of change required for the further success of Tower Hamlets</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Facilitates the change required for the team and others to be connected to on-going service requirements</li> </ul>	E	A/I
<b>We are WILLING to challenge, innovate and be accountable</b>	<ul style="list-style-type: none"> <li>Leads the way and encourages others, so they achieve continuous improvement with measurable benefits</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Ensures progress is measured, reviewed and evaluated to deliver the organisational outcomes required</li> </ul>	E	A/I
<b>We empower each other to be EXCELLENT and go the extra mile</b>	<ul style="list-style-type: none"> <li>Delegates decision-making where appropriate, whilst supporting and managing organisational risk</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Takes the initiative to improve outcomes because they can explain the difference they have made</li> </ul>	E	A/I

<b>We RESPECT all communities, they are the heart of everything we do</b>	<ul style="list-style-type: none"> <li>• Uses customer data to shape the strategic direction of the organisation to optimise outcomes</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>• Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service</li> </ul>	E	A/I
<b>Additional Requirements</b>	<p>To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.</p> <p>To comply with the requirement to carry out a DBS check on this role.</p> <p>To comply with the requirements relating to political restrictions for this role.</p>		