# Hosting Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Paula Silcock

Name

Organisation/

Lisburn & Castlereagh City Council, Chief Executives Department, Audit and Risk Performance Unit

Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

Address

Telephone Fax number

N/A

028 9250 9250

Number

[paula.silcock@lisburncastlereagh.gov.uk](mailto:paula.silcock@lisburncastlereagh.gov.uk)

E-mail

Type of Opportunity

Secondment – Interim Head of Audit and Risk Performance

**2. Details of hosting opportunity**

Description of opportunity

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| |  | | --- | | This is a Fixed Term Contract for 6 months.  The Officer will be expected to work 37 hours per week. | |

Main objectives of the opportunity

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| **SERVICE RESPONSIBILITIES**  1. Lead, manage and develop the delivery of Audit, Risk & Performance which reflects the Council’s priorities and develop innovative and creative approaches to continuously improve services. Responsible for the following portfolio of services: • Audit – to act as HIA and also manage external audit interfaces • Organisational Risk Management • Corporate Governance Arrangements including policy development • Performance Improvement • Insurance • Equality Matters • Health & Safety • Emergency Planning • Business Continuity  2. Advise, consult and provide options and recommendations to Elected Members, the Chief Executive and senior officers on complex strategic and operational matters in respect of Audit, Risk and performance.  3. As HIA, oversee all aspects of Internal Audit in line with Public sector Internal Audit Standards ensuring the operational plan is delivered on time and within budget to meet year end reporting requirements. As well as overseeing the Internal Audit team, you will also be expected to undertake more complex internal audit assurance / advisory reviews.  4. Act as the key liaison point for External Audit / NIAO for the organisation.  5. Undertake ad hoc related projects and investigations at the request of the Chief Executive or the Corporate Management Team.  6. Assist with the development and implementation of the Risk Management strategy including advising on risk tolerance and appetite for the organisation and overseeing corporate, departmental, service and functional risk registers;  7. Oversee insurance provision and the management of claims for the Council;  8. Oversee the appropriate arrangements are made for equality aligned with legal requirements  9. Ensure adequate and fit for purpose corporate health and safety systems exist reflective of the latest legislative requirements  10. Ensure adequate and effective emergency planning arrangements exist Interim Head of Audit, Risk and Performance 1 Senior level is defined as working at or reporting directly to an individual at Tier 3 level in local government or equivalent (e.g. working as or reporting to a Head of Service in local government or equivalent) or on a salary equivalent to NJC PO5 or above. including effective stakeholder engagement including multi agencies  11. Ensure effective business continuity arrangements exist within the  Council  12. Leading on the creation, development and review of policy for the Council including development of a policy framework  13. Leading on performance improvement within the Council, overseeing policy improvement annual plans and reporting on outcomes.  14. Manage the performance and development of staff in the Audit Risk and Performance Unit  15. Maintain awareness of all matters relating to services delivered and undergo any training and development as may be required to ensure continuous professional development |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **PERSON SPECIFICATION**  **ESSENTIAL**  **QUALIFICATIONS**  It is essential that applicants have a minimum of:  1.1 A relevant third level qualification (for example, an HNC, HND, NVQ Level 4, Degree) or equivalent.  1.2 Full membership of a relevant professional body e.g.(Member of the Institute of Internal Auditors) and/or ACA, ACMA, ACCA or equivalent.  **EXPERIENCE**  1.3 Three years’ relevant experience at a senior level 1 in all of the following areas:  • Experience in developing risk management and assurance processes to include Internal Audit and systems within a large and complex organisation at both a strategic and operational level.  • Experience of managing external audits and delivering on audit recommendations.  • Experience in the production and presentation of reports on risk and assurance to senior management/Board.  • Experience of managing a team of professionals in the area of Audit and Risk.  **KNOWLEDGE**  **ESSENTIAL CRITERIA**  An understanding of Audit and Risk Management within the Public Sector. It is essential that applicants hold a full (i.e. not provisional) and current UK driving licence and access to a car or \*have access to a means of transport which would enable the applicant to carry out the duties of the post. \*Applies only to applicants who have a disability under the Disability Discrimination Act.  **DESIRABLE CRITERIA**  Experience of:  • Leading on digital transformation  • Negotiating and building relationships with stakeholders  • Transformational change •  • Capital Project Procurement  \* Senior level is defined as working at or reporting directly to an individual at Tier 3 level in local government or equivalent (e.g. working as or reporting to a Head of Service in local government or equivalent) or on a salary equivalent to NJC PO5 or above. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Mr David Burns, Chief Executive |

Who will be the individual’s line manager and/or reporting officer?

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| Mr David Burns, Chief Executive |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| **The opportunity will benefit the individual and organisation by:**  **Benefit to Individual**  Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.  **Benefit to individuals employer**  Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.  **Benefit to Lisburn & Castlereagh City Council**  Lisburn & Castlereagh City Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date :** ASAP  **Salary Scale:** Lisburn and Castlereagh City Council will meet salary and associated costs. The salary range is:£56,857.86-£60,020.88 per annum.  **Duration**: 6 months  **Location**: Island Civic Centre - Lagan Valley Island, Lisburn BT27 4RL  **Further information**: Selection for this post will be as follows:   * Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview * Contact Paula Silcock on Tel: 028 9250 9250 or by email at: [paula.silcock@lisburncastlereagh.gov.uk](mailto:paula.silcock@lisburncastlereagh.gov.uk)   **Closing Date:** Applications must be submitted by email by **5.00pm on Friday, 31 July 2020** to**:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **9 July 2020** |

**Date:**