

## JOB DESCRIPTION

<b>Role</b>	MOPAC Director of Audit, Risk and Assurance	<b>Team</b>	Directorate of Audit, Risk and Assurance
<b>Reports To</b>	Chief Operating Officer	<b>Directorate</b>	DARA
<b>Responsible For</b>	Directorate of Audit, Risk and Assurance	<b>Budget</b>	
<b>Post Reference</b>		<b>Grade</b>	Member of MOPAC Senior Management Team
<b>Purpose of the Role</b> <i>(Give a brief overview of the job, its context in MOPAC and the contribution it makes)</i>			
<p>Providing assurance to MOPAC/MPS clients on the adequacy, effectiveness and reliability of their systems of internal control, including corporate governance and risk management. Providing professional advice and influencing change at management board and senior level to improve the internal control framework and the effectiveness of MOPAC/MPS corporate governance frameworks in support of delivering strategic priorities and objectives efficiently and effectively.</p> <p>Delivering an effective and professional audit service to DARA clients under the shared service arrangements within the GLA family.</p> <p>(DARA Client Base: MOPAC, MPS, GLA, LFEPA.)</p>			
<b>Main Duties and Key Accountabilities of the jobholder</b> <i>(List the main duties below)</i>			
<p><b>1. Driving the strategic development of the MOPAC.</b></p> <ul style="list-style-type: none"> <li>▪ Influencing the management of change within the MOPAC at top management level.</li> <li>▪ Developing key strategies and policies, influencing outcomes that lead to change for the better.</li> <li>▪ Taking key decisions based on sound judgments.</li> <li>▪ Acting as the MOPAC SMT lead on Corporate Governance and ethical standards.</li> <li>▪ Deputising for or representing the Chief Operating Officer when required and providing advice and support to the Chief Operating Officer on issues related to the management of the MOPAC.</li> <li>▪ Advising on the effective management of MOPAC strategic risks.</li> </ul> <p><b>2. Ensuring and driving the delivery of an effective internal audit service for DARA clients.</b></p> <ul style="list-style-type: none"> <li>▪ Creating and developing an appropriate analysis of business, operation and financial risk to determine work priorities and likely staffing needs covering a five year planning cycle.</li> <li>▪ Driving and maintaining internal audit performance, ensuring professional standards are met for all aspects of audit work.</li> <li>▪ Developing and applying modern day audit concepts to ensure professional internal audit service is delivered.</li> <li>▪ Developing internal audit to be at the forefront of the audit profession within the policing environment and the public sector as a whole.</li> <li>▪ Effectively delivering shared internal audit commitments to all DARA clients.</li> </ul>			

**3. Providing an opinion on the adequacy and effectiveness of control for MOPAC/MPS and shared service clients.**

- Developing and implementing the 3-year internal audit strategic plan to meet the required level of output and performance.
- Giving an annual opinion based on the appropriate level of evidence on the control environment, including risk management for MOPAC/MPS and shared service clients.
- Support the DARA clients' CFO's in their statutory role.
- Presenting to Audit Panels and effectively reporting on: internal audit performance; the evaluation of internal control; key areas of audit work, significant areas of concern and internal and external liaison activity.
- Updating management board and top management on internal control issues and the evaluation of the internal control environment on an on-going basis.

**4. Promoting the role of MOPAC Directorate of Risk and Assurance, and developing key strategic partnerships.**

- Effectively communicating the role of the Directorate of Audit, Risk and Assurance with key internal and external stakeholders, responding appropriately to strategic changes and developments.
- Establishing and maintaining effective working relationships with all key internal and external stakeholders.

**5. Responsible for the overall assessment of the risk of fraud and corruption and determining appropriate resources to deal with fraud prevention and detection. Overall responsibility for the following:**

- Creation, development and maintenance of an effective anti-fraud and corruption strategy.
- Development and maintenance of an effective risk analysis for fraud prevention and detection work.
- Planning and driving the delivery of a professional and effective fraud prevention and detection work programme.
- Leading the more complex and high profile investigations.
- Ensuring adequate arrangements are in place for reporting internal fraud and irregularities to the respective Audit Panels.

**6. Advising and influencing top management to take appropriate steps to strengthen the internal control framework and governance arrangements.**

- Reporting effectively to top management, making recommendations for change monitoring implementation and measuring improvement.
- Advising top management on key/major system changes and developments influencing outputs that result in improvements on the governance framework.
- Contributing to the development and promotion of the audit profession in the police environment and public sector.
- Representing MOPAC Audit nationally, sharing work practices, driving forward the development, profile and standards of internal audit in the policing environment.
- Advising professional bodies on the development of internal audit e.g. CIPFA, Audit Commission, Chartered Institute of Internal Auditors, by attending working groups and development programmes and influencing outputs.
- Attending/presenting at conferences aimed at developing the audit profession in public service.

**7. Provide an effective shared internal audit service to DARA clients across the GLA Group.**

- Developing strategic and annual plans in consultation with senior management.
- Ensuring professional standards are maintained and strategic responsibilities are met.
- Working in liaison with senior management in the client areas to ensure effective delivery of shared internal audit services.

**Working Relationships and Contacts** *(Outline the important relationships that the jobholder must maintain and the sort of issues that must be communicated on and/or engaged with)*

- Member of MOPAC SMT.
- Reporting to the Chief Operating Officer and Chief Financial Officer (CFO) in relation to their respective responsibilities. Independent access to the Chair of each client's Audit Panel.
- Post has direct access to the MPS Commissioner and DMPC.
- GLA lead on Shared Services.
- Reporting to top management with LFEPA and the GLA in delivering shared internal audit commitments.
- Managing key relationships with HMIC and External Audit.
- Leading role in promoting and developing internal audit in a policing and public sector environment nationally.
- Leading and managing the staff in the Directorate of Audit, Risk and Assurance.
- Creating and developing an appropriate analysis of business, operational and financial risk in liaison with top management across the client base to determine work priorities and likely staffing needs covering a five year planning cycle.
- Creating, developing, managing and implementing the internal audit 3-year strategic plan.
- Creating and developing strategies for the prevention and detection of fraud in liaison with top management across the client base.
- Direct management of the Heads of Audit and Assurance, Business Support Manager and Staff Officer.

**Role Requirements** *Qualifications and Competencies (academic and professional, knowledge, skills and experience required to do the job)*

Current member of Chartered Institute of Internal Auditors by examination (or hold an equivalent CCAB Qualification) with the following skills, knowledge and experience;

- Substantial senior management experience in a large and/or complex organisation in a challenging work environment.
- Significant experience in auditing a wide variety of complex and sensitive systems and providing specialist advice to major programmes and projects, in a high profile organisation.
- Comprehensive knowledge and understanding of the modern day concepts of internal audit.
- Experience of creating, developing and implementing audit strategy and policies.
- Proficient in the application of professional audit concepts and standards.
- A proven record of achievement in managing and developing internal audit to senior and top management and influencing change
- Substantial experience of effectively managing and developing key external and internal relationships.
- Comprehensive understanding of the concepts and application of corporate governance, and in particular risk assessment and management.
- Awareness and understanding of prevention and detection of fraud strategies, initiatives and developments.
- Highly effective management and leadership skills.
- Excellent negotiating and influencing skills.
- Excellent oral and written communications skills.
- Excellent inter-personal skills.
- Demonstrate an excellent understanding of equality and diversity issues

- The appropriate personal qualities and credibility necessary to operate effectively at a senior level within the MOPAC, demonstrating
  - Probity
  - Leadership
  - Professional Integrity
  - Personal Impact
  - Tenacity
  - Drive and Determination
  - Creativity
  - Political acumen

#### **Competencies:**

- Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities
- Create a culture of flexibility and responsiveness, mobilising MOPAC to respond swiftly to changing priorities and turn ambiguous or difficult situations into opportunities
- Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best
- Role model strong leadership, influence and accountability for the achievement of outcomes relevant to MOPAC's priorities
- Drive a performance culture across the MOPAC and achieve results through others, resolutely holding them accountable for outcomes

#### **General Responsibilities** *(Standard to all MOPAC role profiles)*

- To adhere to MOPAC's Equality & Diversity and Equal Opportunities policies in all activities.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.

#### **Management Responsibilities**

- To ensure, with MOPAC's COO and, where appropriate, legal advisors, that the Mayor, DMPC and MOPAC fulfil their legal and audit related obligations, are statutorily compliant and respond efficiently and effectively to relevant London Assembly committees and sub-committees
- Fully contribute to the effective leadership of the organisation and the development of a delivery culture which enables MOPAC to improve and innovate and effectively deliver the Mayor and Deputy Mayor's visions.
- To promote equality and inclusion across all of MOPAC's programmes and employment through policy initiatives, personal example, open commitment, clear action and direction.
- Responsible for the effective management of performance and capacity with direct reports, confidently resolving people issues and supporting team members in their professional development and designing individual, team and corporate development.