

## Job Description

<b>Job title</b>	Senior Auditor (Performance)
<b>Reports to</b>	Audit Manager
<b>Location</b>	Wales
<b>Payband</b>	4
<b>Security Clearance</b>	CTC Level

<b>Job description</b>
<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>To develop and contribute to a range of local and national performance audit work in accordance with WAO quality standards and processes. Usually accountable to the Performance Audit Lead or Manager.</li> </ul>
<b>Main Duties</b>
<ul style="list-style-type: none"> <li>Delivering a programme of performance audit work that involves: <ul style="list-style-type: none"> <li>working closely with managers and performance audit leads to agree scope and focus of the performance audit projects;</li> <li>designing, setting up and undertaking the required fieldwork;</li> <li>supporting and facilitating effective meetings internally and externally to identify key audit issues and emerging conclusions;</li> <li>analysing and evaluating audit evidence and preparing draft reports and other outputs that convey the findings from our work through sound judgements, conclusions and recommendations;</li> <li>supporting clearance processes and presenting audit findings to audited bodies at a senior executive level and at relevant audit / scrutiny committees;</li> <li>ensuring effective records management. Including keeping SharePoint sites up to date and considering GDPR requirements.</li> </ul> </li> <li>May take a lead role on smaller projects or discrete parts of large projects, providing oversight on other team members' work where applicable, including coaching / mentoring junior staff.</li> <li>Undertaking any other duties commensurate with the role, to include financial audit work where individuals are CCAB qualified.</li> </ul>
<b>Key Results Areas</b>
<ul style="list-style-type: none"> <li>Work must comply with Audit Wales operational requirements (e.g. Code of audit Practice, Performance Audit Delivery Manual and related guidance) and be delivered to agreed standards, within agreed timescales and budgets while ensuring that the delivery reflects the values and behaviours of the Audit Wales.</li> <li>Required to undertake complex technical tasks of work requiring specialist technical knowledge of audit methodologies and of particular subjects; frequently involving the provision of authoritative advice to others.</li> <li>On all audits, taking a planned approach to work; organising and managing resources and/or your own time to best effect, proposing solutions to overcome resourcing and scheduling problems.</li> </ul>

### **Job description**

- Contributing effectively to teams, often more than one team at a time, to sustain or contribute to a positive team environment that both supports the delivery of the project and the ongoing development of the audit team.
- To act as a role model for the values and behaviours of Audit Wales.
- Clear ownership and accountability of their own development.

### **General**

#### **Our Values and behaviours**

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

#### **Confidentiality and Information Security**

The post holder must always be aware of the importance of maintaining confidentiality and security of information gained during their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

#### **Equality**

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

#### **Health and Safety**

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

#### **Security Checks**

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level.

#### **Dignity at Work**

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of

**General**

the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.

**Welsh Language**

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

**Person Specification**

Requirement	Essential or Desirable
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**1. Qualifications**

1.1 Educated to degree level or equivalent relevant experience	Essential
1.2 Post graduate or professional qualification in a relevant discipline is highly desirable	Desirable
1.3 CCAB qualification	Desirable

**2. Skills and abilities**

2.1 Well-developed analytical, numerical and audit research skills to analyse complex problems and evaluate service performance; ensuring there is sufficient, relevant and reliable evidence.	Essential
2.2 Demonstrate good level written skills, including use of plain English, to produce clear, accessible and succinct reports (or contribution to other's reports) and other outputs for different audiences.	Essential
2.3 Sound judgement and critical thinking skills, with the ability to assimilate complex information, to ensure that outputs are evidence based and address the key issues.	Essential
2.4 Confident operating in a digital environment, using a range of software tools to support project delivery and demonstrating a willingness to learn/develop new skills.	Essential
2.5 Good level of questioning and listening skills to understand views that other people have on an issue in a range of settings, including interviews and focus groups.	Essential
2.6 Excellent verbal communication skills for use in a range of different settings, communicating with confidence, clarity and persuasiveness.	Essential

**3. Experience**

3.1 Experience of working in, or with, public sector bodies..	Desirable
3.2 Well-developed understanding of the Welsh public sector and the related political environment.	Essential

3.3 Good understanding of the policy, performance management and external regulatory frameworks that relate to the organisations audited/inspected by Audit Wales..	Desirable
3.4 Evidence of contributing to and fostering a positive team-working environment in a multi-disciplinary setting.	Essential
3.5 Evidence of coaching/mentoring more junior colleagues.	Desirable
<b>4. Personal attributes</b>	
4.1 Ability to develop and maintain positive and professional working relationships with people at all levels of audited and inspected bodies and within the Audit Wales	Essential
4.2 Professionally credible and presents a confident and professional image with colleagues and clients.	Essential
4.3 Able to work productively with colleagues across the Audit Wales to ensure a coordinated, efficient and effective service delivery to clients and stakeholders	Essential
4.4 Confident working independently but also as a key member of a group of highly skilled staff	Essential
4.5 Prioritising own workload within the context of project requirements and competing demands	Essential
4.6 Alert to opportunities for innovation and responds positively to change in policy and practices.	Essential
<b>5. General</b>	
5.1 Self- confident and self-aware and able to act as a role model for the values and behaviours of Audit Wales	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Essential
5.3 Positively support equality of opportunity and equity of treatment to colleagues, clients and partner organisations.	Essential
5.4 Help maintain a safe and healthy work environment by demonstrating safe working practices.	Essential
5.5 Clear ownership and accountability of their own development and willingness to accept new challenges and develop new skills	Essential

<b>Welsh Language Skills</b>		
<b>Skill area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Speaking &amp; Listening</b>	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.

<b>Reading</b>	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
<b>Writing</b>	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.