



Job Description and Person Specification

Internal Audit Delivery Manager

Job Details	
Grade	G10
Service	Internal Audit
Location	One Friargate
Job Evaluation Code	A6276

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

To manage delivery of the Internal Audit Plan in accordance with professional Internal Audit Standards.

The postholder will achieve this through co-ordination and supervision of the work of the Internal Audit Team and by undertaking appropriate audit engagements.

The postholder will ensure that the Internal Audit Plan is delivered in accordance with agreed timescales and to sufficient quality to enable the Chief Internal Auditor to provide their annual conclusion on the effectiveness of the Council's governance, risk management and control.

They will play a key role in achieving Internal Audit's vision of being a high quality and high performing Service and mission to enhance and protect the Council's value and delivery of the One Coventry Plan by providing risk-based and objective assurance and advice.

Main Duties & Key Accountabilities	
Supervising and co-ordinating the work of the Internal Audit Team to ensure the Internal Audit Plan is delivered in accordance with agreed timescales and to sufficient quality.	
Providing guidance, support, advice and training to support the professional development of the Internal Audit Team.	
Reviewing completed internal audits and audit reports to ensure they are delivered in accordance with professional standards.	
Undertaking complex audit engagements as agreed by the Chief Internal Auditor, including investigations linked to allegations of fraud and corruption.	
Delivering work in line with agreed timescales and budget days allocations	
Providing quality pieces of audit work that stand up to scrutiny and review by the Chief Internal Auditor and auditees.	
Assisting the Chief Internal Auditor to ensure delivery of the Internal Audit Strategy and Quality Assurance Improvement Programme	
Acting as a source of advice and guidance to the Council in respect of effective governance, risk management and control.	
Taking a positive approach to develop effective working relationships throughout the Council to deliver Internal Audit's vision and mission.	
Assisting the Chief Internal Auditor to deliver the Council's Fraud and Corruption Strategy.	
Representing Internal Audit at meetings and working with others when a joint approach is required to an activity.	
Deputing for the Chief Internal Auditor when required.	

Key Relationships			
External:	Schools	Internal:	Council Services CCC employees and management

Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

n/a

Person Specification

Requirements

Knowledge	Able to demonstrate an effective understanding of the role of Internal Audit in the public sector including good knowledge of the professional internal audit standards
Knowledge	Able to apply good knowledge of risk management, controls and governance principles and their application
Knowledge	Able to demonstrate knowledge of effective project management
Skills And Ability	Able to supervise, coach and develop staff and manage performance
Skills And Ability	Able to apply a high level of analytical and investigative skills
Skills And Ability	Able to communicate effectively both in writing and orally
Skills and Ability	Able to apply skills in planning and prioritising work
Skills and Ability	Able to think strategically and be creative in identifying solutions and innovate to develop new ideas and concepts
Skills and Ability	Able to cope with pressure, including working to deadlines
Skills and Ability	Able to negotiate and influence
Experience	Experience of Internal Audit practice in accordance with professional standards



Experience	Experience of supervising staff, tasks and undertaking quality assurance reviews of internal audit work
Qualification	Able to demonstrate Certified or Chartered Internal Auditor status with the IIA (or equivalent qualification / experience)
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Declaration			
Reviewed/Created By:	Karen Tyler		
Job Title:	Chief Internal Auditor	Date:	1/5/25