# Orbis internal audit - JOB DESCRIPTION

# Job Title: IT Audit Lead

# Department: Orbis Internal Audit

# Grade: [Local Managerial Grade 2](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades)

# Responsible to: Audit Manager

# Purpose of the Role:

Internal Audit has a crucial role in ensuring that the Orbis partner councils meet the highest standard of governance, has processes which are appropriate to manage risks and controls and helps ensure that the councils have adequate arrangements for the prevention and detection of fraud and corruption.

The postholder will take a lead role in delivering specialist IT audit and assurance activities in accordance with recognised professional standards (currently Public Sector Internal Audit Standards).

The postholder will be responsible for the preparation of the IT audit plan for each of the Orbis partner councils, customers and clients, and ensure its delivery through quarterly work plans.

They will deputise for the Audit Manager and supervise and deliver of formal audit reviews, involving the documenting of systems, risk and control evaluation, testing and analysis, report writing and agreement of appropriate actions, along with the provision of advice, support and challenge to clients on risk governance and internal control matters.

The postholder will be involved in high profile and technically complex reviews and will regularly need to communicate with Members and senior managers.

The role also involves working with staff at all levels and responsibility for supervising less experienced staff and managing individual audit assignments, deputising for Audit Managers where required.

The postholder will have a key role in developing and maintaining effective working relations with management across each of the Orbis partner councils, customer and clients.

The role will involve the supervision and delivery of specialist IT audit and assurance activities to all of the partner organisations and other external fee-paying customers. The post holder is responsible for the development and delivery of internal audit plans, tailored to meet the requirements of the relevant organisation, in accordance with the requirements of proper practice (as currently set out within Public Sector Internal Audit Standards).

The postholder will be expected to supervise staff and the delivery of services to all partner councils and other external customers. They will therefore need to have the willingness and ability to travel extensively between Orbis partner and customer sites on a regular basis and on occasion attend evening meetings, including relevant audit committees where required.

The role may also involve assisting in the delivery of investigations into suspected irregularities, fraud and corruption.

Full training will be provided through a robust induction process and on-going support.

# The profile describes the general nature of work performed at this level. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

# Key tasks:

1. Deputising for the Audit Manager, including attending Audit Committee as and when appropriate.
2. Responsible for the production of the IT audit plan by consulting with stakeholders and identifying areas where audit work council be undertaken.
3. Managing and undertaking specialist IT audit and assurance activities in accordance with the Internal Audit manual across all Orbis partners and other clients.
4. Agree actions with managers that will improve the control environment where risks or weaknesses are identified during an audit.
5. Clearly communicate the outcome of internal audit work both verbally and written.
6. Support major change programmes and project by providing ad hoc advice and guidance on risk and control matters.
7. Develop and build excellent client relationships with customers and clients and senior officers.
8. Lead on the development of the specialist IT audit function across the service, including producing and delivering specialist IT audit training across Orbis Internal Audit.
9. Continue the development of specialist technical knowledge around IT auditing; keeping up to date with the latest technology.
10. Undertake investigations into suspected irregularities, fraud and corruption in accordance with the Fraud Manual.
11. Support the ongoing development of the service by contributing to service wide developmental projects.

# PERSON SPECIFICATION

# Essential education and qualifications

* Certified Information Systems Auditor (CISA) qualified or equivalent professional qualification.

# Essential knowledge and experience

* Experience of undertaking complex IT audits, from the planning stage through to audit report writing, presenting findings to management and agreeing actions for improvement.
* Knowledge of and experience in auditing Information Security, Application Development & Architecture, Code Security, Cloud Infrastructure, Application Development Methodologies and General IT controls.
* Knowledge of leading industry frameworks such as Cyber Essentials Plus, ITIL and COBIT.
* Knowledge of the professional standards applicable to Internal Audit in Local Government.
* Knowledge of a range of IT audit and general audit methodologies and techniques, including an understanding of data analytics tools and techniques.
* Experience of managing and supervising the work of other staff.
* Experience of developing audit strategies and plans.
* Experience in conducting fraud and irregularity investigations.
* Knowledge of risk management principles

# Essential skills and abilities

* Written and oral communication skills with good negotiation and influencing skills and the ability to work collaboratively with internal partners/professionals.
* Ability to convey complex information to, and agree actions with, a wide audience.
* Ability to plan (in consultation with senior client management) and lead on complex IT audit assignments and co-ordinate and supervise the work of other audit staff.
* Ability to support project reviews across the project lifecycle including areas from design, delivery, gateway reviews and reporting through to project evaluation and lessons learned.
* Ability to build, develop and maintain effective relationships with clients, including in areas of service-specific liaison and foster excellent client relations with Senior Managers and Members.
* A commitment to continuing professional development with an ability to lead by example to develop IT audit capabilities across the service.
* Ability to use common ICT applications e.g. MS Teams, Word, Excel, Outlook etc
* Ability to work on own initiative, plan ahead, manage conflicting work priorities flexibly whilst under pressure and undertake, and manage, assignments to the expected quality and within agreed time allocations.
* Tact, confidentiality and sensitivity.
* Ability to work in a multi-disciplinary team and demonstrate a collaborative and co-operative approach.
* Ability to uphold the values and behaviours of the organisation and carry out the duties of the post with due regard to policies including the Council’s Inclusive Council Policy.
* Ability to maintain high standards of health & safety and welfare.
* A flexible approach to work with an ability and willingness to travel to other client and partner establishments throughout the south east on a regular basis.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |