

POST OF HEAD OF AUDIT AND GOVERNANCE (MONITORING OFFICER)	
<p>Strategic Job Purpose</p> <ul style="list-style-type: none"> • Reporting to the Chief Executive Officer to lead the provision of an effective internal audit service to both TBC and Lichfield District Council • To act as the Council's Monitoring Officer • To act as the principal adviser to the authority's Standards Panel/Committee; • To manage the election processes • To ensure that policy advice and formulation and resource management are informed by the council's strategic priorities • To ensure that all functions within the team are run in an effective, efficient and economic manner • To ensure that services are developed and perform in accordance with the outcomes and standards/service level agreements established through the council's and/or other partners • To ensure that the systems and controls in place across the Council support the delivery of the Council's strategic and business aims 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of managing audit functions • Experience of Election processes • Experience of managing and supporting people • Experience of building productive partnerships
<p>Strategic Outcomes</p> <ul style="list-style-type: none"> • Delivery Quality Services in Tamworth 	<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Qualification to CMIIA/ CCAB. • Ability to review and evaluate results against service standards /service level agreements and to take decisive action to ensure that outcomes are achieved • Excellent coaching and mentoring skills • Ability to create a climate where employees are involved, empowered and committed • Skilful negotiator and ability to positively influence the perceptions of people internally and externally • Possess degree or equivalent • Influences people outside their direct control
<p>Functional Responsibilities</p> <ul style="list-style-type: none"> • Internal Audit for both TBC and LDC • Elections 	<p>Attributes</p> <ul style="list-style-type: none"> • Pragmatic and creative approach to service design and business development. • Passion for delivering excellent customer service • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of members, staff and partners

Knowledge <ul style="list-style-type: none">• Election processes• Audit processes• Up to date knowledge of statutory and legislative framework for the areas of responsibility• Technical knowledge of change management techniques• Knowledge of developments in functional areas	Strategy/Policy Development <ul style="list-style-type: none">• Financial Guidance• Annual Governance Statement• Code of Corporate Governance• Annual Audit Plan• Anti-Money Laundering Policy• Anti-Fraud and Corruption Policy• Whistleblowing Policy
	Additional Duties <ul style="list-style-type: none">• To assist with the delivery of Elections as required• To act as Project Manager for Corporate Projects