**Staffordshire Police - Role Profile**

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| * **Audit and Assurance Officer** |

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| **Grade/Rank:** | E Grade- Subject to JEQ review |
| **Directorate:** | Corporate Development , DCC Command |
| **Reports to:** | Audit and Assurance Sergeant |
| **Direct Reports:** | None |

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| **Role Purpose** |
| Assist in the development, implementation and management of the Audit and Assurance model and Scrutiny Schedule for Staffordshire Police.  When required, support the Audit and Assurance Inspector and Sergeant in the awareness and skills input supporting audit and assurance at all levels within Staffordshire Police.  Conduct audits and assurance, including research police information systems and preparation of source materials using agreed methodology.  Manage and provide support for audit and inspections carried out by external  scrutiny and review bodies such as the HMICFRS and PFCC.  Take appropriate action to prepare Commands/Departments for self-assessment, audit, and inspection.   |  | | --- | | Assess the information from the audits and produce written reports containing analysis and findings and make risk assessed recommendations for improvement around emerging themes. | |

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| **Key Tasks and Responsibilities:** |
| * Review of external HMICFRS reports and other environmental scanning for highlight reports and what we can learn from other forces * Plan and coordinate individual audits, including assessments of data inclusion, methodology and process reviews to provide scrutiny and reality testing based upon Audit and Assurance agreed methodology * Undertake audit and assurance related scrutiny in support of timetabled schedules and recommendation reporting, originating both internally and from external bodies.  |  | | --- | | * Undertake a range of research activities that require analysis skills and identification and collection of relevant data using research techniques within a range of business systems (including Command and Control systems and record management systems). * Interpret data using specialist knowledge and expertise relating to police investigation standards and knowledge of relevant police legislation. * Engage with officers from a range of business areas to conduct audit but also address any identified areas of need, providing real time advice and remedial action and making improvements to assist the force to evolve and improve. * Produce and present verbal and written presentations and reports to senior officers on audit and assurance activity and findings. * Notwithstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job. | |
| And to be accountable for: (ie responsibilities held by others but measured and owned by this role) the Audit and Assurance Inspector and Sergeant |

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| **Behaviours** | | | |
| The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.  This role should be operating at the following levels: | | | |
| **Resolute, compassionate and committed** | | | |
| We are emotionally aware |  | Valuing Diversity | 1b |
| Managing Sensitivities/Political Savvy | 1b |
| We take ownership |  | Customer Service | 1b |
| Maintaining Accuracy/Sustainable Working | 1b |
| **Inclusive, enabling and visionary leadership** | | | |
| We are collaborative |  | Partner Working | 1b |
| Managing Complexity/Strategic Planning | 1b |
| We deliver, support and inspire |  | (self) Leadership | 1b |
| Supporting Colleagues/Coaching & Mentoring | 1b |
| **Intelligent, creative and informed policing** | | | |
| We analyse critically |  | Problem Solving | 1b |
| Situational Judgement | 1b |
| We are innovative and open-minded |  | Continuous Improvement | 1b |
| Futurology | 1b |

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| **Education, Qualifications and Experience** | |
| **Essential:** | **Desirable:** |
| Educated to Level 2 or equivalent or relevant work experience.  Proven experience of involvement in police investigations relating to criminal and effective investigation requirements.  Experience of interpreting and evaluating information, drawing conclusions and taking appropriate action based on the findings.  Experience of using initiative to deal independently with unexpected problems.  Significant experience of collecting, researching, and analysing a wide range of data and information, the development of risk assessed recommendations and the presenting of findingsin anappropriate format.  Proven ability to work to tight deadlines and manage a high, varied workload | Previous experience of working  within the GDPR guidelines  Knowledge of police related legislation including PACE, Investigation principles and standards of evidence.  Knowledge of victim related care and responsibilities and overall safeguarding requirements on policing activity. |

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| **Technical/Operational Skills Matrix (See Skills Matrix)** | | | | |
| **Essential:** | **Desirable** | | | |
| Strong organisational/time management skills, able to plan, achieve deadlines while maintaining a strong attention to detail and accuracy.  Ability to apply effective verbal communication and interpersonal skills to a variety of audiences.  Ability to write concise reports in plain English on complicated/sensitive issues.  Good level of IT literacy and proficient in the use of Excel, Word and PowerPoint and force information systems.  Work effectively in a team to achieve both individual and shared performance ambitions and objectives.  Maintain and enhance competence and professional standards appropriate to the role.  Able to proactively develop effective working relationships with colleagues, partners and other stakeholders to achieve results. | Previous experience of management of police information.  Previous experience of conducting scrutiny on standards or caseloads.  Previous training on Niche and STORM police systems. | | | |
| **Leadership Passport Level** | Practitioners & Team Leaders | 1st Line Mngrs | 2nd Line Mngrs | Senior Mngrs |
| 1 | 2 | 3 | 4 |

\* Indicates that training will be provided as part of the role in this skill

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| **CPD Requirements** |
| - Maintain up-to-date knowledge and understanding of all applicable force and College of  Policing guidance relating to best practice.  - Maintain knowledge of applicable legislation and force policy.  - Undertake all mandatory refresher training as directed by Staffordshire Police.  - Maintain a working knowledge of new approaches audit and assurance, and that of the HMICFRS. |

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| **Professional Registration/Licences** |
| MUST be a FULL UK driving license holder with access to private vehicle to support travel across force for audits. Subject to suitable renumeration for fuel expenses under force policy. |

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| **Special Conditions** | | | | | |
| Own car for business use | Yes | | | | |
| Higher level vetting required | No | | | | |
| Requirement to wear Uniform | No | | | | |
| Requirement for post entry training | Yes (locally delivered) | | | | |
| Fixed Hours | Mon-Fri | | | | |
| Weekend working expected | No | | | | |
| Shift allowance | No | | | | |
| Fixed term or temporary role | Fixed term – Two years | | | | |
| Politically Restricted | No | | | | |
| On call/standby rota | No | | | | |
| Flexitime Role | No | | | | |
| Notice Period | 1 week | 28 Days | **1 month** | 3 months |  |

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|  | **Agile Profile (See Agile Matrix)** | | | | | |
| Base | Desk | Confidentiality | Systems & Email | Telephony | Paper | Hours |
| 1 | 1 | 5 | 1 | 1 | 5 | 1 |