



Staffordshire Police - Role Profile

- Audit and Assurance Officer**

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

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.

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

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		(self) Leadership	1b



				
and inspire		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
recommendations and the presenting of findings in an appropriate format.				
Proven ability to work to tight deadlines and manage a high, varied workload				

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.	Previous experience of management of police information.
Ability to apply effective verbal	Previous experience of conducting scrutiny on standards or caseloads.
	Previous training on Niche and STORM police systems.



<p>communication and interpersonal skills to a variety of audiences.</p> <p>Ability to write concise reports in plain English on complicated/sensitive issues.</p> <p>Good level of IT literacy and proficient in the use of Excel, Word and PowerPoint and force information systems.</p> <p>Work effectively in a team to achieve both individual and shared performance ambitions and objectives.</p> <p>Maintain and enhance competence and professional standards appropriate to the role.</p> <p>Able to proactively develop effective working relationships with colleagues, partners and other stakeholders to achieve results.</p>				
Leadership Passport Level	Practitioners & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

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

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.

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 remuneration for fuel expenses under force policy.

Special Conditions

Own car for business use	Yes
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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	

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