

JOB DESCRIPTION

<u>Job Title</u>	Corporate Assurance Officer
<u>Reports to</u>	Strategic Planning & Assurance Manager
<u>Reporting staff</u>	Corporate Assurance Administrator

Job Purpose

To prepare and lead the Service through the provision of inspection and audit programmes and ensure the delivery of improvement plans.

To provide assurance to the Authority and Service that the Organisation meets its legal and statutory expectations, is well governed and considerate of both internal and external influences.

To ensure that the risk management at all levels of the Service is appropriately managed and reported, to support the decision making of both the Service and Authority and to ensure continuous improvement.

Generic Responsibilities/Job Family**Manager**

To effectively manage a Service department/function or a range of advanced tasks within a key Service function.

To establish, implement and maintain effective policies and procedures and ensure the provision of high-quality service by the department.

To effectively manage finances of the department including budget-setting, projections and/or bidding and claiming for external funding.

To provide expert knowledge, advice and support to others within the Service, or to external parties regarding the Service, and to ensure the provision of Specialist services in line with Service needs.

To represent the department/function at meetings and act as Service representative for external initiatives as required.

To manage and/or participate in projects relating to Service development or to the specific function or department.

To collate and analyse available data within Service systems and from best-practice information and to identify trends/make recommendations based on available data.

Specific Responsibilities	
1	Ensure that the Service and Authority have a robust corporate assurance framework aligned to planning and scrutiny arrangements
2	Lead on the formulation and co-ordination of the HMICFRS inspectorate programme for the Service, acting as the main Service contact to the inspectorate
3	Deliver an annual internal audit programme, approved by the Service, auditors and the Fire Authority
4	Oversee the annual internal audit programme Service wide, liaising with auditors and senior managers to ensure appropriate arrangements are in place and audits are completed within expectations
5	Lead on the delivery of the annual policy statements of assurance and supporting documentation
6	Undertake reviews and audits of Service procedures to provide assurance of their compliance
7	Manage the provision of audit improvement activities reporting as required by the Service and Authority, ensuring timely and accurate delivery of information is presented
8	Lead on risk management for the Service ensuring that arrangements are aligned to best practice
9	Manage the internal strategic and departmental risk registers for the Service and Authority, ensuring it is appropriately updated and reported on
10	Deliver an annual review of risk appetite with the strategic leadership team, ensuring appropriate arrangements are in place
11	Deliver risk management training and support to internal departments
12	Oversee the delivery of all Service improvement plans, following the publication of National reports
13	Responsible for the Service's whistle blowing arrangements ensuring appropriate monitoring and assurance arrangements are in place