

# Senior Manager

Performance Audit and Best Value  
Band 3



Audit Scotland provides the Auditor General and Accounts Commission with the services they need to carry out their duties. Together we ensure that the Scottish Government and public-sector bodies throughout Scotland are held to account for the proper, efficient and effective use of public money. We employ around 320 staff in a wide variety of roles, working in a flexible environment of home and office working as well as working from audit sites across Scotland. Our offices are based in Edinburgh, Glasgow, Inverness and Aberdeen.

## Overall purpose of the role

Our Performance Audit and Best Value Group (PABV) delivers audit products on issues such as public bodies' response to the Covid-19 pandemic, health and social care integration, digital transformation, community empowerment, inequalities, skills and training, economic development, and climate change. Our Best Value audits of councils look at important issues like how well they perform in delivering services to their communities. Our [work programme](#) is dynamic and refreshed on a regular basis to ensure it responds to changing circumstances.

Our work involves identifying audit risks affecting the Scottish public sector, scoping audit work to ensure it focuses on what matters, developing audit methodologies, gathering and assessing evidence (quantitative and qualitative), forming judgements and conclusions, and writing clear, evidence-based reports for the public and Scottish Parliament that include recommendations for improvement to public bodies.

As a Senior Manager in PABV, you will lead audit work in particular areas of public policy and have a clear understanding of the important issues and risks facing our clients and stakeholders. You will generate and lead dialogue about these subjects, facilitating conversation across your portfolio of contacts to develop further understanding and share knowledge. An inspiring leader, you will lead teams to make complex audit judgements and harness the power of the team to deliver a portfolio of audit work to a world-class standard.

## What you will be doing

As one of our senior members of staff, you'll be inspiring our people and you'll help make Audit Scotland a world-class public-sector audit organisation with your ability to:

- provide effective leadership, build capacity and resilience in the team and motivate, support and encourage people to achieve their full potential

- deliver a range of reports and other outputs and present the findings at the highest client and stakeholder level, including the Scottish Parliament, Accounts Commission, local audit committees and conferences
- take lead responsibility in identifying, developing and maintaining relationships with key staff at the highest levels within clients and stakeholder organisations
- develop and maintain a wider view of the external environment to understand any developments that could affect the context of the audit in the medium to longer term, and develop appropriate audit activity for the dynamic work programme
- undertake significant risk-based decision making, using considerable judgement about the quantity and depth of research, investigation and auditing required in proportion to the circumstances and communicating this to the team
- constructively challenge team judgement and add value from a strategic perspective
- have responsibility for quality and accountability for signing off audit work
- ensure work is properly resourced in terms of people, abilities and knowledge and communicate this to the team
- conduct an ongoing review of the team's work to ensure that it is delivered to time, quality and budget
- embrace and promote best practice and share it across the organisation to improve quality
- influence organisational culture and contribute to the management of Audit Scotland by participating in and contributing to corporate activities.

## Knowledge and experience

You are educated to degree level and/or have demonstrable relevant experience. You have a deep knowledge and understanding of the Scottish public sector, how it works and the issues it is facing. You are confident in engaging with senior colleagues in a range of organisations and in building and developing effective relationships.

You are a strategic and creative thinker, solving demanding problems when the answers are not immediately clear. You can analyse complex issues, including financial information, and recommend practical solutions – drawing upon your sound judgement and range of experiences, intuition and professional scepticism to add value in our audit work. You have strong verbal and written communication skills, combined with sound judgement and experience to present balanced findings and make convincing and persuasive recommendations that have impact. You deal with difficult situations and challenge individuals in a calm, professional and effective manner. You work collaboratively with colleagues on cross-cutting and strategic issues.

You are self-aware in your own abilities and can plan and manage your own high-quality work as well as the work of your wider team. You ensure work is properly resourced in terms of people, abilities and knowledge and delivered to time, quality and cost criteria. You have extensive experience in leading teams and in managing, coaching and developing people to bring out the best in your colleagues. You recognise the value of having a dynamic work programme and the need for flexibility where work commitments change, and encourage and support colleagues to

be adaptable and resilient. You have the foresight to identify potential organisational challenges and intervene before they manifest.

You have a plan for the future that includes your own continuous development, inspiring others and helping Audit Scotland lead on being a world class organisation. You will undertake professional and personal development to maintain technical expertise, meet CPD requirements and enhance your career prospects at Audit Scotland.

## Person specification - specific knowledge and experience

<b>Essential</b>	<b>S, I*</b>
<ul style="list-style-type: none"> <li>You are educated to degree level and/or have demonstrable, relevant experience (eg audit, research, scrutiny, managing public services, performance management).</li> </ul>	S
<ul style="list-style-type: none"> <li>You have sound knowledge and understanding of the Scottish public sector (including public finances and policy), how it works and the issues it is facing.</li> </ul>	S & I
<ul style="list-style-type: none"> <li>You have excellent communication (verbal and written) and interpersonal skills, and are confident in building and maintaining effective relationships with senior stakeholders.</li> </ul>	S & I
<ul style="list-style-type: none"> <li>You have excellent programme management skills, including experience of leading teams to deliver work to time, within cost and to quality standards.</li> </ul>	S & I
<ul style="list-style-type: none"> <li>You have excellent analytical skills, including being able to analyse financial information, and the ability to convert analysis into clear judgements.</li> </ul>	S & I
<ul style="list-style-type: none"> <li>You can lead and inspire teams of colleagues from a variety of different skills, backgrounds and disciplines.</li> </ul>	S & I
<ul style="list-style-type: none"> <li>You are comfortable leading discussions with senior staff in a range of organisations and dealing with difficult situations in a calm, professional and effective manner.</li> </ul>	I
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>You have experience of developing methodologies for evaluating performance and improving services.</li> </ul>	S & I
<ul style="list-style-type: none"> <li>You have a financial qualification (CIPFA, ICAS, other CCAB, CIMA or equivalent).</li> </ul>	S

\*S = Shortlisting criteria    I = Interview criteria

## Other conditions

Audit Scotland is committed to ensuring that:

- We minimise our impact on the environment in accordance with Government policy affecting public sector organisations.
- We uphold the principles of equality, fairness and diversity.
- We all work within a safe environment and adhere to good standards of health and safety.
- All information is protected and managed appropriately.
- We maintain independence and political neutrality.

## Organisational position



Updated: October 2021