

Employee	Job Title	Unit	Duties
Michael Roper	Strategic Advisor Tier 1 – Assurance Risk & Audit	Place & Governance	<p>Strategic Advisors – Tier 1 are the Council’s most knowledgeable and senior advisors about specific functions of the Council’s purpose, activities and governance. They carry full accountability for the delivery of the specialism. They require both a deep understanding and practice of the specialist function, which they exercise with judgment and strong corporate awareness to achieve corporate wide organisational performance, effectiveness and governance. They will provide functional management and guidance to Senior Specialists and Specialists.</p> <p>Within their specialism area, Strategic Advisors are accountable for:</p> <ul style="list-style-type: none"> <li>• Ensuring a professional service, with the highest possible standards of advice, to the Council’s managerial and political leadership, Senior specialists, specialists and strategic partners</li> <li>• Working in partnership with other Strategic Advisors and Senior Managers to develop corporate strategy and policy.</li> <li>• Ensuring the Council’s compliance with statutory, regulatory, policy and constitutional requirements in respect of the specialist area</li> <li>• Delivery of relevant Council programmes allocated to them</li> <li>• Providing sound professional judgement in the resolution of complex cases and issues</li> </ul> <p>Main Duties &amp; Responsibilities:</p> <ul style="list-style-type: none"> <li>• To manage Internal Audit, in accordance with CIPFA and other guidance. Providing effective management and professional responsibility for the operation of the Internal Audit function, by continuously promoting excellence in quality and improvements in performance.</li> <li>• To ensure that the Internal Audit meets the requirements of the Public Sector Internal Audit Standards (PSIAS) in accordance with proper audit practices. This includes the development of an internal audit strategy and Charter, producing annual audit plans and providing an annual audit opinion on the effectiveness of the control environment for the annual governance statement.</li> </ul>

			<ul style="list-style-type: none"> <li>• Liaise with audit clients to agree a scope for each planned audit in conjunction with colleagues you are supervising to ensure achievement of agreed deadlines.</li> <li>• Attendance at Audit Planning meetings, identifying operational priorities, review risk registers and service plans to identify key areas for inclusion in the audit plan.</li> <li>• The Internal Audit manager provides objective challenge and support for positive change to governance. Promoting excellence in customer service, focusing on continuous improvement in the delivery of services and ensuring equality of opportunity and cultural diversity.</li> <li>• Responsible for the management, monitoring and reporting of the Internal Audit Budget.</li> <li>• To supervise, allocate and co-ordinate the work of the Assurance, Risk and Audit team to ensure maximum efficiency and effectiveness of operation; and the provision of timely, accurate and consistently high quality support which fully complies with relevant legislation and best practice; customer satisfaction and service excellence standards</li> <li>• Achievement against performance agreed in business plan and performance objectives.</li> <li>• To promote improvement, efficiency, compliance with policy and regulations and best practice throughout the organisation during all aspects of work</li> <li>• To lead on support to the organisation for corporate risk management &amp; corporate fraud objectives including delivering risk workshops and maintaining the Integrated Assurance Strategy and all Fraud Policies</li> <li>• Maintaining the highest technical and professional standard, including peer reviews.</li> <li>• Strategic understanding of business and key risks.</li> <li>• To lead on corporate investigations into suspected irregularities, misappropriation or fraud as and when required</li> <li>• Develop business continuity plans for the Assurance Risk and Audit team to ensure minimum disruption to service in the event of an emergency</li> </ul>
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Employee	Job Title	Unit	Duties
Jeremy Hewitson	Strategic Advisor Tier 1 – Programmes Maryport	Programmes - Maryport	<p>Strategic Advisors – Tier 1 are the Council’s most knowledgeable and senior advisors about specific functions of the Council’s purpose, activities and governance. They carry full accountability for the delivery of the specialism. They require both a deep understanding and practice of the specialist function, which they exercise with judgment and strong corporate awareness to achieve corporate wide organisational performance, effectiveness and governance. They will provide functional management and guidance to Senior Specialists and Specialists.</p> <p>Within their specialism area, Strategic Advisors are accountable for:</p> <ul style="list-style-type: none"> <li>• Ensuring a professional service, with the highest possible standards of advice, to the Council’s managerial and political leadership, Senior specialists, specialists and strategic partners</li> <li>• Working in partnership with other Strategic Advisors and Senior Managers to develop corporate strategy and policy.</li> <li>• Ensuring the Council’s compliance with statutory, regulatory, policy and constitutional requirements in respect of the specialist area</li> <li>• Delivery of relevant Council programmes allocated to them</li> <li>• Providing sound professional judgement in the resolution of complex cases and issues</li> </ul> <p>Main Duties &amp; Responsibilities:</p>

			<ul style="list-style-type: none"> <li>• Be responsible for the co-ordination, management, development, implementation and evaluation of the projects to meet agreed objectives, targets, and requirements.</li> <li>• Provide strategic guidance and support to the various groups established as part of the governance structure on all matters relating to effective delivery.</li> <li>• Provide effective line management for staff appointed to, or seconded to the team.</li> <li>• Develop and maintain strong working relationships with existing and potential partners, including local communities, relevant to the work of the team at both a senior strategic level and a frontline level</li> <li>• Develop and deliver an annual work programme, including the commissioning and managing of consultancy or service level agreements or delivery contracts, undertaking performance management and programme monitoring, including financial monitoring of these arrangements.</li> <li>• Identify, secure and manage financial support, staff support or support in kind from interested stakeholders and service provider agencies. To include the preparation of regular financial and performance reports for both internal and external partners.</li> <li>• Build on existing good practice and further develop systems, including a communication strategy, to ensure full and effective community engagement to maximise the opportunities for local people to be involved in the development, delivery and decision making of project delivery.</li> <li>• Project manage specific initiatives ensuring delivery against targets within the specified timeframe and budgets.</li> </ul>
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