

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: GL CCA	Job Ref Number:
Service Area: Resources	Grade: 11

Job Title: Assurance and Risk Manager

PURPOSE OF JOB:

This is a new role within the organisation and will involve the development, implementation and embedding of assurance, risk and related governance practices across the Combined Authority. The postholder will work closely with senior officers, statutory officers, Members and delivery teams to establish proportionate, consistent and effective approaches to risk management, internal control and assurance, and to promote a strong culture of good governance and continuous improvement across GLCCA.

The role will develop and lead the internal audit function, utilising SLA's as appropriate, but is distinct from, and complementary to, the work of external auditors, whose focus is on statutory financial reporting, under the S73 officer.

They will provide independent assurance to the Audit Committee and the Board on the adequacy and effectiveness of Greater Lincolnshire Combined Authority (GLCCA) control, risk management, and governance arrangements.

TEAM STRUCTURE:



MAIN DUTIES:

Key Responsibilities

Development of Good Governance

- Drive the development of governance, risk and assurance to enable informed decisions and robust accountability
- Provide assurance that key governance policies, including whistleblowing, are embedded and functioning effectively, reporting on compliance and effectiveness to senior management and Audit/Governance Committee
- Embed best practice; integrating risk management into business planning and performance processes, fostering a culture of transparency and ownership
- Provide expert guidance to senior leaders and governance bodies, translating complex insight into clear actionable advice
- Monitor arrangements for fraud prevention, detection, and response.
- Engage with regulators, funding bodies, or assurance providers where required

Audit

- Develop and oversee the internal audit function to meet the needs of GLCCA as they develop, in accordance with professional internal audit standards (e.g. IIA standards)
- Develop and deliver a risk-based internal audit plan, approved by the Audit Committee, ensuring internal audit reviews include:
 - Transactional finance processes
 - Programme and project management processes
 - Key operational, digital, and change-related risks
- Act as the primary point of contact for the Audit Committee on internal audit and risk matters.
- Prepare clear, concise reports for the Audit Committee, highlighting key findings, themes, and areas requiring escalation.
- Track management actions arising from internal and external audit reviews and report on progress and overdue actions.

Risk Management & Internal Control

- Provide assurance on the design and effectiveness of internal controls across the organisation.
- Own the management and deployment of the organisation's risk management framework and risk reporting to the Audit Committee.
- Review the management of significant and emerging risks, ensuring appropriate mitigations are in place.

Business Continuity

- Lead the development, implementation and ongoing review of the Combined Authority's business continuity framework, plans and procedures.
- Provide assurance that business continuity arrangements are tested, maintained and aligned to statutory requirements, organisational risks and good practice

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.

This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.

The role will be based full-time in Greater Lincolnshire, with a requirement to travel.

Person Specification

Requirements	Where identified*	Essential	Desirable
Significant senior-level experience in internal audit, risk, assurance and governance.	A I	X	
Significant experience of business continuity planning	A	X	
Demonstrable experience of leading or overseeing internal audit activity, including risk-based audit planning.	A I	X	
Comprehensive knowledge of statutory and regulatory frameworks relevant to risk and assurance, including CIPFA/SOLACE principles	A I	X	
Experience reviewing programme and project management frameworks and controls.	A I	X	
Experience of reporting to, or working closely with, an Audit Committee or Board-level committee	A I	X	
Experience of supporting development of new work practices	AI	X	
Experienced in translating complex findings and KPIs into clear outcome focused advice			
Public Sector experience	A		X
Postgraduate qualification in finance, risk management, public administration, or governance.	A		X
Membership or fellowship of a relevant professional body.	A		X
Independence, integrity, and sound professional judgement.	A I	X	
A collaborative approach, balanced with the confidence to maintain audit independence.	A I	X	
Excellent written and verbal communication skills, particularly in presenting assurance opinions to the Audit Committee.	A I T	X	
Ability to provide constructive challenge at senior and board level.	A I	X	
Strong analytical skills with the ability to identify systemic issues and root causes.	A I	X	
Significant experience of building collaborative stakeholder relationships	A I	X	