

## Job Description

<b>Job title</b>	Work Placement
<b>Reports to</b>	Audit Manager
<b>Location</b>	Cardiff
<b>Pay band</b>	Work Placement

<b>Job description</b>
<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>Working as part of a team, to assist with the delivery of the external audits of a range of community and town councils.</li> <li>To undertake external audit work in response to audit risks in accordance with Audit Wales audit methodology.</li> </ul>
<b>Main Duties</b>
<ul style="list-style-type: none"> <li>Conduct audit work across a range of community and town councils, ensuring a planned approach to work with support from a Team Leader or other appropriate supervisor</li> <li>Receive support in identifying findings from the fieldwork and develop meaningful recommendations which are based on evidence</li> <li>Using our in-house audit tool, submit well organised and well written documentation for review</li> <li>Any other duties commensurate with role</li> </ul>
<b>Key Results Areas</b>
<ul style="list-style-type: none"> <li>The supported delivery of audit activities to time, budget and quality</li> <li>To act as a role model for the values and behaviours of Audit Wales</li> </ul>

<b>General</b>
<b>Our Values and behaviours</b>
<p>Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce, and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.</p>

### **Confidentiality and information security**

The post holder must, at all times, be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users. The post holder must treat all information, whether corporate or client, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

### **Equality**

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

### **Health and Safety**

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management; Health and Safety; and associate policies.

### **Security Checks**

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level.

### **Dignity at Work**

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Audit Wales Dignity at Work policy.

### **Welsh Language**

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

<b>Person Specification</b>	
<b>Requirement</b>	<b>Essential or Desirable</b>
<b>1. Qualifications</b>	
1.1 Three A Levels at a min C grade or above or equivalent qualification	Essential
1.2 Minimum of 5 GCSEs (Grade A*-C), including Maths (B) and English language	Essential
<b>2. Skills and abilities</b>	
2.1 Good IT skills particularly in basic Microsoft Office suite, with the ability to learn new IT skills	Essential
2.2 Effective time management skills including an ability to prioritise work to meet deadlines and deliver work to budget.	Essential
2.3 Works effectively as a member of a team	Essential
2.4 Good numerical and literacy skills and ability to examine and analyse information to draw conclusions	Essential
2.5 Good interpersonal skills – able to develop and effectively work with others at all levels	Essential
<b>3. Personal attributes</b>	
3.1 Present a confident and professional image with colleagues and clients	Essential
3.2 Convey information clearly, concisely and accurately, both verbally and in writing	Essential
3.3 Able to act on own initiative but knowing when to seek supervision and guidance from colleagues	Essential
<b>4 General</b>	
4.1 Self-aware of the impact of behaviours and act as a role model for the Audit Wales values and behaviours	Essential
4.2 Contribute to the general development of the team	Essential

**Welsh Language Skills**

<b>Skill area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Speaking &amp; Listening</b>	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.
<b>Reading</b>	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
<b>Writing</b>	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.