

Job Title: Business Assurance & Compliance Manager	
Job Evaluation Number	C303

JOB DESCRIPTION

Job Title: Business Assurance & Compliance Manager	Location: Counter Terrorism Policing South East (CTP SE)
Job Family: Business Support	Role Profile Title: BB5 Police Staff
Reports To: CTPSE Head of Security & Compliance	Band level: 5K
Staff Responsibilities (direct line management of): Business Assurance Supervisor	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: lead and manage a team who test the risk, efficiency, effectiveness and compliance of CT policies, procedures, systems and protocols against the CT control framework in order to provide independent/objective assurance to the Head of CTP SE and the CT Network National Headquarters. The portfolio for this role extends across the South East region in support of CT Policing with a remit to review compliance and assurance across all areas of CT business as identified by the Head of Unit. This includes, but is not limited to, Intelligence, Investigations, Protect, Prepare, Prevent and Business functions. Their reach will cover both high and low side activities.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Provide assurance against a control framework to ensure Counter Terrorism/domestic extremism (CT/DE) policies/procedures are being consistently applied in the south east region and that these are aligned with National Standards/policies across the Contest strategy. This will include, but is not limited to, Intelligence, Investigations, Protect, Prepare, Prevent and Business functions. The reach will extend to both high and low side activities including information communication technology.
2. Represent the CT Head (CTPSE), Head of Security & Compliance and the south east region at national, regional and local meetings as directed for CT Business Assurance & Compliance.
3. Provide SME (subject matter expert) services for CT Business Assurance & Compliance for CTPSE and across the SE region. Provide advice and guidance to senior leaders and partners in order to improve business performance whilst mitigating risk and maintaining high levels of assurance.
4. Conduct and participate in peer reviews nationally to ensure consistent identification, reporting, assessment, decision-making and remediation.
5. Capture and communicate best practice developed across the region for the benefit of the CT Network nationally.
6. Support and advise on network reviews conducted by the CTP-HQ National Business Assurance team across the CT Network applying independent experience and judgment in the execution of audit.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

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The post holder will be expected to have a good understanding of assurance, compliance and audit functions in the context of CT Policing.

The post holder will be engage with CT heads, senior leaders, policing partners and security agencies as well as practitioners and managers. This requires excellent interpersonal skills and professionalism as they will be an ambassador for CTP SE and CT policing.

The Manager and their team will report to the CT Head of Security & Compliance, who will report directly to the CT Unit Head. They will be responsible for providing assurance to the Head of Unit on the risks/vulnerabilities and reporting on compliance issues.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Proven experience of working in a professional compliance, assurance and audit environment.	E
2. Strategic thinker, able to contribute effectively to planning and service development at national, regional and force level.	E
3. Skilled communicator, able to present information effectively to a variety of audiences and to hear, analyse and respond to information both internally and externally. Ability to credibly represent the Unit, Lead Force, SE regional forces and national Network	E
4. A change agent able to identify and act on own initiative to improve individual, team, Unit and Network performance driving improvements in others. Ability to effectively influence different stakeholder groups.	E
5. Experience of developing and working through partnerships internally and externally to achieve shared goals.	E
6. A flexible approach to working and the ability to deliver under pressure.	E
7. Completion or willingness to complete training courses including; NSIM Awareness, NCIA Core, NCIA IMU Assessor, NISAP, Accredited Business Assurance Compliance and Audit training.	E
8. Knowledge of relevant legislation and guidance including but not restricted to, Data Protection Act, Freedom of Information Act, Management of Police Information, Human Rights Act and the Cabinet Office Security Policy Framework	E
9. The post holder must have the capability and capacity to travel to different locations across the region and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential.	E
10. Experience and an understanding of the counter terrorism policing environment, policies and processes	D
Additional comments: * working hours and level of flexibility are specific to each role and will be discussed at interview.	