



SCOTTISH LEGAL AID BOARD
Person Specification and Job description for applicants

**Performance Auditor
Internal Audit**

Edinburgh

Starting salary from £31.510
Pro rata if part-time

We are currently recruiting for Performance Auditor Grade 5 within the Internal Audit Department of our Corporate Services and Accounts Directorate. This post is three years fixed term on part time basis up to 22.2 hours per week (equivalent to three days per week).

Please give details of the number of hours and pattern of part-time work you would be interested in. Further information is supplied in the 'General Information for Applicants' document.

Our organisation

The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. We are a non-departmental public body responsible to the Scottish Government. Our main purpose is to manage and improve continuously publicly funded legal assistance and to advise Scottish Ministers on its strategic development for the benefit of society.

SLAB is a highly ethical organisation, carrying out rewarding work that may have a considerable impact on clients' lives. As a business, SLAB is offering stable and secured employment and a low staff rotation ratio, likely due to the strong and stable career opportunity we are able to offer to employees. Our total reward package includes the following: flexible working hours, remote working from home, the opportunity to apply for a seasonal ticket loan for public transport, a competitive holiday entitlement of 34 days per year (inclusive of public and privilege holidays) which increasing after 5 years of continuous service, and a 6% contributory pension scheme is in operation, the terms of which are in line with public service pension schemes. In some cases, we may financially contribute to relocation expenses for roles out with the Central Belt.

If you wish to learn more about the Scottish Legal Aid Board (SLAB) and our other direct services please visit the [SLAB website](#)

Information about the role

To contribute to the development and delivery of audits as part of the accreditation model for the Scottish National Standards for Information and Advice Providers, with particular focus on developing audit tools, analysing applications for accreditation, forming audit judgements and report writing.

Main Duties and Responsibilities

- Contribute to the development of audit processes to fit with the model of accreditation
- Review submissions for accreditation and re-accreditation and carry out audit engagements to the standards set out in the Department's Audit Manual and the Public Sector Internal Audit Standards
- Interview service providers skilfully and confidently to obtain detailed knowledge of the systems/procedures under review and record findings
- Perform tests in accordance with the work programme and record results both for working papers as well as draft and final reports

- Draft and discuss audit reports with service providers based on the findings and recommendations arising from audit work
- Provide email and phone support to organisations applying for accreditation
- Contribute to the development and improvement of audit processes
- Build and maintain good relationships with relevant stakeholders to support audits and programme development

Essential Criteria

You will be asked in your personal statement to provide evidence as to how you meet the essential and desirable criteria listed below:

- Experience in monitoring, reviewing and testing internal controls.
- Experience in preparing and presenting reports to senior management and/or external audiences.
- Excellent oral and written communication skills.
- Good interpersonal skills with the ability to build cooperative relationship and ability to handle difficult and complex communications with variety of stakeholders.
- Analytical skills with experience of providing a recommendation based on analysed evidence.
- Good IT skills with working knowledge of the MS Office suite of programmes (especially Word and Excel).
- Good personal organisation and administration skills, with a methodical and analytical approach to work and the ability to deliver within agreed deadline.
- Initiative to contribute and apply new ideas to working methods with a “can do” attitude.

Desirable Criteria

- Experience of working in an Internal Audit or Risk Management function
- Experience of working in/with central or local government, non-departmental public bodies or the voluntary sector
- Driving license

All applicants must have a recent (last 12 months) criminal record check either at the application stage, or following a conditional offer of employment. For this post we are requiring Basic Disclosure Scotland. For more information about types of criminal record checks in Scotland please visit www.mygov.scot/disclosure-types/.

Qualifications

For jobs in Grades 4 and 5 you must hold a minimum of 3 Highers or equivalent educational qualifications. Equivalent relevant work experience may also be acceptable.

Competency required

In addition to the specific criteria listed above, the following competencies for Grade 5 roles are also required and all SLAB's applicants will be tested against these if are invited for the interview or assessment centre.

Self-awareness

- Responsible for personal behaviour and is accountable for own actions, health and wellbeing
- Aware of personal strengths and takes pride and responsibility for performance at work and is responsive to constructive feedback
- Adaptable and embraces new ways of doing things, contributing ideas and energy to continuous improvement

- Takes control of personal and professional development, actively managing own Personal Learning Plan as well as supporting the development of others when needed

People Management

- Prioritises and agrees objectives aligned with the Operational Plan to engage staff, maximise adaptability and build capacity to deliver
- Credible with staff, creating conditions to build confident effective teams that empower, value and motivate people, managing workload and equalities
- Raises performance using constructive challenge, feedback and coaching skills, seeking support and advice from HR professionals when needed
- Aware of impact on others and creates a positive environment for innovation, learning, health and wellbeing

Communications and engagement

- Engages and is credible with stake-holders and is connected to a range of internal and external networks
- Communicates clear & creative ideas that meet the needs of a range of audiences, ensuring objectives & outcomes are achieved
- Produces concise, clear, well-structured written work using SLAB guidance
- Considers and communicates the impact of decisions on wider policies and programmes

Improving Performance

- Demonstrates ongoing use of relevant performance improvement tools and techniques including skills development
- Uses Programme and Project Management Principles effectively and proportionately
- Adapts quickly to fit skills and resources to changing circumstances and expectations
- Applies risk management principles to decision making and controls opportunities and threats to achieving objectives

Analysis and Use of evidence

- Use evidence to assess measure and evaluate projects and policies, considering the impact on other policies and government outcomes
- Engages with analytical specialists at appropriate stages of policy and programme development
- Interrogates analytical and management information to draw out key messages and findings to support decisions
- Organises and collates robust information from a variety of sources in decision making, sharing knowledge and information across the wider system

Financial Management

- Uses accurate and relevant financial data to create objectives and targets relevant to budget responsibilities
- Takes responsibility for the monitoring and controlling of expenditure
- Understands & applies the principles of Budgeting, Financial Management & Resource Accounting outlined in the Scottish Public Finance Manual
- Maintains regular contact with relevant finance staff, and knows when to seek advice from audit, risk, and procurement and finance professionals

Interview Expenses

Travel and subsistence expenses during the selection process are the responsibility of the applicant.

Starting Salary

This job is graded as Grade 5 within SLAB, which currently has a starting salary of £31.510.

These figures are based on SLAB's current pay position which covers a one year pay period from 1 April 2020. Any future salary increases after 31 March 2020, either as a result of pay progression within grade 5 or other increases to salary points, are subject to Public Sector Pay Policy, Scottish Government approval of an affordable pay remit, SLAB's negotiations with the Union on pay reviews and SLAB's own pay policy.

Working Pattern

A standard SLAB working pattern based on 37 hours each week on a 0.6 full time equivalent basis (working 22.2 hours each week). Specific working days can be discussed and flexible working may also apply.

Other information

For information regarding the pre-employment checks and other relevant information please review all documents attached to this job advert available on our recruitment website. Note that this information is provided for guidance only and does not form part of the conditions of employment. Further information about the Scottish Legal Aid Board (SLAB), including who we are and what we do, can be found at www.slab.org.uk.