
University of Sunderland

Role Profile

Part 1

Lifechanging



**University of
Sunderland**

Continuous Improvement and Audit Manager

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| Job Title: | Continuous Improvement and Audit Manager |
| Reference No: | |
| Reports to: | Director of Continuous Improvement, Change and Compliance |
| Responsible For: | Continuous Improvement and Internal Audit Delivery |
| Grade: | F |
| Working Hours: | 37 hours |
| Faculty/Service: | Continuous Improvement, Change and Compliance |
| Location: | Edinburgh Building, City Campus, Sunderland |
| Main Purpose of Role: | <p>You will be responsible for the leadership, management, oversight and delivery of the:</p> <ul style="list-style-type: none">• University's internal and data audit plans,• Establishment and introduction of the University's continuous improvement agendas,• Insurance. <p>You will be supported in doing this with a small internal team and partnership agreement with PriceWaterhouseCoopers.</p> |

Key Responsibilities and Accountabilities:

Overarching

- To provide leadership, management, development and direction to all directly reporting staff including performance management, planning and prioritising, quality assuring and the assignment of work, conducting 1-2-1, appraisals etc.
- To contribute to and undertake duties as part of the service senior management team.
- To hold responsibility for the day to day operation of the areas noted above.
- To support the Director of CICC in the delivery of all service areas of operation.
- Developing and maintaining effective professional relationships with stakeholders, both internal and external, managing expectations through regular communications.

Audit - Ensuring the successful delivery of the audit (and other) plans:

- Personally, undertaking high profile, complex or ad hoc reviews or projects – which may include non-audit reviews or projects.
- Allocating areas of responsibility and specific assignments to optimise resources.
- Planning, overseeing, monitoring and reviewing work on an ongoing basis to ensure it meets expected quality standards and agreed delivery targets.
- Establishing and agreeing appropriate procedures for areas of operation.
- Reviewing (or drafting where necessary) reports and detailed action plans, ensuring timely issue.
- Ensuring recommendations are agreed and implemented appropriately.
- To manage the existing relationship between the University and PwC.

Data Audit - Management and oversight of the Data Audit plan by:

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| | <ul style="list-style-type: none"> • Reviewing and approving the Policy and annual plan of data returns, • Approving data audit work and associated reports before issue to management. <p>Insurance - Oversight of the University's insurance framework, including:</p> <ul style="list-style-type: none"> • Claims administration and policy coverage advice; • Preparation of insurance renewal documentation, including tender documentation • Reviewing / approving draft guidance and insurance related training. <p>Continual Improvement – Management and oversight of the University's approach to Continual Improvement by:</p> <ul style="list-style-type: none"> • Develop the University's Continuous Improvement framework ensuring that appropriate frameworks, procedures and standard are operated results of which may result in fundamental change to the way of working across the University • Planning, overseeing and monitoring Continuous Improvement activity ensuring it meets expected quality standards and agreed delivery targets. • Reviewing (or drafting where necessary) reports and detailed action plans, ensuring timely issue. |
| Special Circumstances: | None |

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Role Profile

Part 2

Lifechanging



**University of
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Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- Educated to Degree level or equivalent
- Possess significant experience within an audit / CI area.

Knowledge and Experience:

- Knowledge of the factors required to deliver a successful internal audit service.
- Experience of working within and managing an internal audit service.
- Experience of delivering successful internal audit reviews.
- Experience and knowledge of delivering Continuous Improvement across a complex business.
- An ability to deal with competing demands and conflicts.
- Ability to engage with individuals from within and external to the service and 'bring them on-board' with whatever activity is being delivered.
- Highly developed IT skills (specifically related to Microsoft Office).
- The ability to deliver at a high level to senior committees and colleagues.

Desirable

Qualifications and Professional Memberships:

- Member of IIA or similar.
- Lean Six Sigma
- Recognised Post Graduate Management Qualification

Knowledge and Experience:

- The ability to write and deliver training and technical updates.
- Knowledge of and experience within the Higher Education Sector