



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 5

#### Directorate: Strategy, Planning and Performance

#### Job Description – Standards Auditor

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# Job Description

<b>Job Title</b>	Standards Auditor
<b>Directorate</b>	Strategy, Planning and Performance
<b>Band</b>	5

<b>Overview of the job</b>	<p>To deliver audits or assigned elements of audits to the required standard set by Operational and Systems Assurance Group (OSAG) and SPDRs.</p> <p>Standards Auditors will report to the Standards Audit Managers.</p> <p>The position is nationally based and extensive travel should be expected.</p> <p>Standards Auditors must have recent experience in an operational role and be up to date with their control and restraint accreditation and able to maintain it over the secondment period (and fitness test where applicable). Auditors are required to hold the powers of a Constable, i.e. Prison Officer, Supervising Officer, Custodial Manager or Operational Governor Grade.</p> <p>There are no line management responsibilities but Standards Auditors will need to be able to manage the audit process from beginning to draft report stage for singleton audits, providing feedback to Governors and Directors of establishments and functional heads.</p>
<b>Summary</b>	<p>To deliver audits or assigned elements of audits to the required standard set by OSAG and SPDRs.</p> <p>Auditors are responsible for building and managing relationships with Governors/ Directors, functional managers and their staff. They are responsible for continually working to promote understanding of Audit within HMPPS, building and sustaining the necessary working relationships and networks, seeking to realise the long term vision of the Group. Auditors should therefore actively promote the vision and values of HMPPS.</p> <p>Auditors will take into account that decisions made during an audit will impact on the performance rating of the establishment and may have an impact on the Service in general both in terms of performance and cost.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• To manage the audit process when required, undertake the research and consultation necessary for the definition and documentation of a specific audit assignment. This may involve collecting and analysing data from a wide range of sources. To ensure that the client understands and accepts the terms of reference for the audit assignment.</li> <li>• To conduct or contribute to the assignment according to approved work plans.</li> <li>• To work within the quality standards defined by OSAG.</li> <li>• To evaluate the results of work and decide on the extent to which risks are managed.</li> <li>• To review the report with OSAG management.</li> <li>• Contribute to team de-briefings on the assignment.</li> <li>• To Identify, promote and share best practice.</li> <li>• To provide advice and support to establishments during audits.</li> <li>• To provide constructive feedback to Governors, Directors and Functional Managers.</li> <li>• Demonstrate your commitment to equality and inclusion in the delivery of your day to day work.</li> </ul>

	<p><b>Audit processes</b> To contribute to improving audit processes by:</p> <ul style="list-style-type: none"> <li>• Contributing to the design, development and documentation of the work processes.</li> <li>• Contribute to quality assessments.</li> </ul> <p><b>Training/Self Development</b> Auditors should take responsibility for their own development by:</p> <ul style="list-style-type: none"> <li>• Adopting a program of ongoing self-development.</li> <li>• Actively seeking opportunities for keeping up to date.</li> <li>• Contributing to/participating in relevant training/educational and development programs.</li> <li>• Be up to date with their control and restraint accreditation and able to maintain it over the secondment period (and fitness test where applicable).</li> </ul> <p><b>Levels of decision making</b></p> <ul style="list-style-type: none"> <li>• Draft reports cannot be issued without the approval of a manager but we expect competent auditors to be able to conduct an entire audit from initial research through to production of the draft report with little or no intervention from a manager. This includes deciding audit ratings and making recommendations for improvements. This will also include negotiating findings and recommendations with functional heads and Governors/Directors – and trying to resolve any areas of contention.</li> <li>• Auditing standards require that work is reviewed at various stages of completion; this is to ensure that it meets the required standard and that conclusions drawn are consistent across the Group.</li> <li>• Work to be completed with minimal review necessary.</li> <li>• It is important to draw the distinction between this review and decision making. Where targets are not met it becomes a performance or training issue rather than limiting the decision-making ability.</li> <li>• Auditors will often be working on a range of audits at one time and are responsible for planning and prioritising their own workloads.</li> <li>• On occasions auditors will work without an Operational Audit Manager present, in these circumstances the auditor will assume the role of the Operational Audit Manager and manage the audit as required.</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not Intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Delivering at pace</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Communicating and Influencing</li> <li>• Making Effective Decisions</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Standards Auditors must have recent experience in an operational role and be up to date with their control and restraint accreditation and able to maintain it over the secondment period (and fitness test where applicable). Auditors are required to hold the powers of a Constable, i.e. Prison Officer, Supervising Officer, Custodial Manager or Operational Governor Grade.</li> <li>• Must be able to work remotely with minimal input and contact with a manager.</li> </ul>

<b>Technical Requirements</b>	
<b>Ability</b>	<ul style="list-style-type: none"> <li>• All auditors need to have excellent communication skills – both written and oral.</li> </ul>

<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	This role can be offered as an Interchange post with a requirement for current operational experience.
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## Success Profile

<b>Behaviours</b>	<b>Strengths</b>	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
	It is advised strengths are chosen locally, recommended 4-8			

Delivering at Pace		All auditors need to have excellent communication skills – both written and oral.	Standards Auditors must have recent experience in an operational role and be up to date with their control and restraint accreditation and able to maintain it over the secondment period (and fitness test where applicable). Auditors are required to hold the powers of a Constable, i.e. Prison Officer, Supervising Officer, Custodial Manager or Operational Governor Grade.	
Working Together			Must be able to work remotely with minimal input and contact with a manager.	
Managing a Quality Service				
Communicating and Influencing				
Making Effective Decisions				