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| **TITLE:**  Professional Practice Manager | | |
| **TEAM/PROGRAMME:** Global Assurance | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** | |
| **GRADE**: C Mid-Senior level | **CONTRACT LENGTH:** Permanent/Open-ended | |
| **CHILD SAFEGUARDING:**  Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check. | | |
| **ROLE PURPOSE:**  Global Assurance (GA) supports the Boards of various Save the Children entities [including, but not limited to, Save the Children International (SCI), Save the Children Fund (SCUK) and Save the Children Federation Inc (SCUS)] and other SC entities the management of these organisations by evaluating the adequacy and effectiveness of the governance, risk management, control and oversight systems in place.  The role holder will support the pursuit of GA’s broader strategic aims and will primarily be focused on the development and maintenance of GA’s professional practices, including its quality assurance and improvement program, methodology, and learning and development activities. They will be expected to work closely with the Global Assurance Management Team (GAMT) to ensure a quality, professional internal audit service.  Reporting to the Chief Assurance Officer, the Professional Practices Assistant Manager is responsible for: (i) managing GA’s professional practices and quality assurance improvement programme; (ii) operational planning and performance monitoring; and (iii) coordinating GA’s learning and professional development activities. | | |
| **SCOPE OF ROLE:**  **Reports to:** Chief Assurance Officer (CAO), with a dotted line to the GAMT.  **Staff reporting to this post:** None, but the role holder will matrix manage staff on occasion to support specific initiatives.  **Role Dimensions**:  *All Global Assurance team members are expected to:*   * Support the CAO and GAMT in developing and pursuing a strategy that meets the assurance and advisory needs of Save the Children, in compliance to the Institute of Internal Auditors (IIA) professional standards, and GA methodology. * Travel, as required for their role including to fragile states, unless travel is restricted by the organisation. This may require staff to work on a particular festival or bank holiday from their home location and be offered a day in lieu. * Actively participate in Save the Children and GA learning events, performance management mechanisms and continuous improvement. * Support GAMT in building effective relationships and business intelligence across the movement. This includes maintaining channels of consultation and collaboration with other lines and assurance providers to ensure optimal assurance outcomes. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Support GAMT in delivery of the annual plans and professional practices initiatives in all Save the Children entities GA serve within established budgets and timeframes, ensuring the production quality outcomes. * Serve as a thought leader on the evolving role of internal audit to facilitate continuous learning and improvement. * Monitor the dynamic risk landscape and audit pipelines, and propose strategies and approaches to audit engagements and work planning. * Manage GA’s Quality Assurance Improvement Programme (QAIP), monitoring conformance with IIA Standards and GA Key Performance Indicators and advise the CAO and GAMT on actions to further improve the delivery of assurance and advisory services. * Lead the continuous improvement of GA’s methodology to produce consistent, high-quality GA-branded communications that respond to the needs of GA’s primary stakeholders, * Foster the use of technology, data analytics, and artificial intelligence in GA’s work. * Coordinate GA’s workforce planning; develop maintain and monitor an agile effort and resourcing sharing model. * Oversee GA’s learning and professional development program, coordinating internal onboarding and training activities and actively participate in skills mapping and talent management activities in conjunction with GAMT. Facilitate a collaborative learning exchange with the business and share best practices. * Stay up to date on sector and organisational changes, and actively seek engagement with issues that have a significant impact on GA’s current and potential assignments. * Coordinate the development, and monitoring, of GA’s risk management plan. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Possess relevant professional certification(s) e.g. CIA, CISA, CFE, CPA, etc. * Minimum five years’ experience in internal audit, and/or related area (e.g., compliance, investigations, etc.) | | |
| **EXPERIENCE AND SKILLS**  ***Essential***   * Internal audit experience with an understanding of the strategic and operational risks faced by large and complex organizations. * Experience leading and conducting risk-based audits and reviews of systems and processes (with a good understanding of the three lines model), identifying weaknesses and areas of improvements with minimum supervision and support. * Experience developing, maintaining, and/or contributing to improvements in internal audit methodology and other professional practices, such as quality assurance activities, performance monitoring, etc. * Experience developing and delivering training that supports the delivery of assurance and advisory work, and to build and maintain professional and business acumen. * Experience using audit management software to support the delivery of internal audits. * Highly accurate, detail-orientated, and able to plan and complete multiple projects with conflicting priorities on time and within budget. * Strong interpersonal skills including influencing, negotiation, coaching and relationship building in a wide range of cultural environments. * Strong verbal and written communication skills with an ability to tactfully and confidently deliver challenging messages, coupled with an equal proficiency in actively listening and incorporating suggestions for improvement. * Have a strong cultural awareness and be able to work well in an international environment with people from diverse backgrounds and cultures, able to demonstrate standards of ethics and integrity and committed to Save the Children values. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |