

SHEFFIELD CITY COUNCIL

CO-OPTED MEMBERS OF THE AUDIT AND STANDARDS COMMITTEE

PERSON SPECIFICATION

Skills

- Able to understand complex issues and the importance of accountability and probity in public life.
- Able to analyse and assess evidence and come to a rational conclusion.
- Able to reconcile the ideal with reality and practicality.
- Able to demonstrate objectivity.
- Able to demonstrate integrity and discretion.
- Able to make decisions.
- Must possess effective interpersonal and communication skills.

Knowledge

- Some knowledge of local government would be useful.
- Knowledge of corporate governance arrangements in either the public, voluntary, community or private sectors would be beneficial.
- Knowledge of risk management.

Experience

- You will be a person who has business, financial, corporate governance, voluntary or community sector experience of working in a medium/large organisation at a senior level or other experience which would give similar benefits.
- Financial management experience would be advantageous.

Qualifications

- No specific qualifications or background are required.

Competences

- Analytical and challenging - Ability to effectively hold people to account, question data and conclusions presented and tenacious in obtaining full and satisfactory explanations.
- Risk focused - Ability to assess the importance and impact of issues and prioritise.
- Independent - Ability to be, open-minded and impartial and think critically, articulate an objective view and be sceptical.
- Proportionate and balanced - Ability to assimilate the detail, separate the important from the trivial and spot the absence of appropriate data and information.
- Commitment to and clarity of the role - Conscientious, clear about, and committed to the role of the Committee.

- Working with others - Ability to work constructively with other Committee members, officers and external and internal auditors and to get officers and auditors to be open and honest. Relevant knowledge and rigorous intellect - Appreciation of key concepts e.g. accounting, best value, continuous improvement and ability to understand some quite complex issues.
- Efficiency - Ability to ensure controls are in place such that risks are minimised in the most cost-effective manner.
- Agent for change - Ability to challenge management where controls are not working satisfactorily and divert resources to remedy.
- Confidentiality – An understanding of the confidentiality requirements when receiving information and dealing with complaints.

Other

- You must not be a councillor or officer of the Council or have been so in the last five years prior to appointment.
- You must not be closely associated with anyone who is or has been a councillor or officer of the Council in the last five years.
- You must have no criminal convictions.
- You must not be an undischarged bankrupt.
- You should have no significant business dealings with the Council.
- You should not be or have been an active member of any political party during the last five years.
- You must be willing to formally agree to observe the Council's Members' Code of Conduct, including completing a declaration of Disclosable Pecuniary and other interests. (Note: The register containing the declaration interests is available to be viewed by members of the public upon request).

Commitment

This post will take up approximately five to eight half days per annum for meetings plus preparation time and training.

Payment

This public office does not command a salary. However a co-optees' allowance (currently £809.21 per annum) will be paid, together with reimbursement for travelling and subsistence expenses.

October 2023