



## Recruitment Pack

Service Leader - Internal Audit

# DUNDEE

Dundee  
City Council  
[www.dundee.gov.uk](http://www.dundee.gov.uk)  
CHANGING  
FOR THE FUTURE

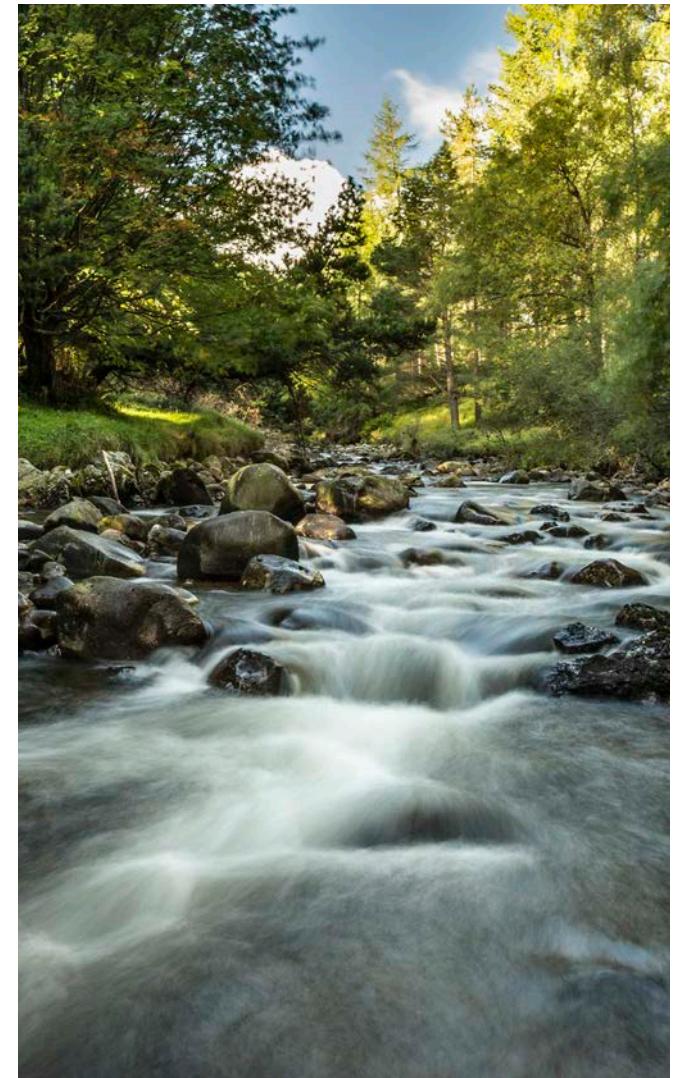


Providing high quality,  
independent, objective assurance  
and advisory activity to two  
leading Councils, guided by a  
philosophy of adding value.



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# A welcome from the Chief Executives of Angus and Dundee

The local authorities in Angus and Dundee are organisations with big ambitions, providing essential public services to the 265,000 citizens of the two Council areas. Their aim is to deliver the best possible services, and achieve the best possible outcomes, for those communities.

Angus Council and Dundee City Council are seeking a dynamic and inspiring **Service Leader – Internal Audit** to play a pivotal role in strengthening governance, risk management and internal controls across two ambitious local authorities.

This is a unique opportunity to influence how public services are delivered, ensuring transparency, accountability, and value for money for our communities.

You will provide independent assurance and strategic insight that supports innovation and continuous improvement.

Your leadership will guide internal audit and counter-fraud teams, foster collaboration with key partners and help shape a culture of integrity and excellence.

This role is more than compliance - it's about adding value, driving change and enabling smarter decision-making.

You'll work across diverse urban and rural landscapes, from the vibrant city of Dundee to the scenic beauty of Angus, contributing to projects that make a real difference for citizens.

With the Tay Cities Region Deal unlocking £400m of investment, these are exciting times to join us and help deliver a smarter, fairer future.

If you are passionate about good governance, have the vision to lead and innovate, and want to make a tangible impact across two councils, we would love to hear from you.



**Kathryn Lindsay**  
Chief Executive  
Angus Council



**Greg Colgan**  
Chief Executive  
Dundee City Council



# Angus and Dundee

Angus and Dundee are modern and vibrant parts of the country which are continuing to transform.

Located in the heart of Scotland, they are home to almost 5% of the country's population spread across diverse communities from towns, villages and rural communities to the modern, cultural and economic centre of Dundee.

These areas of Scotland offer a desirable combination of opportunities, lifestyle benefits and affordability.



**Dundee** is the UK's first UNESCO City of Design and Scotland's sunniest spot. Wander its redeveloped Waterfront and discover everything from stunning sculptural architecture to a historical nautical treasure – just across from the V&A Dundee is the RRS Discovery, the ship used by Scott and Shackleton to explore inhospitable Antarctica in 1901.

Set against the picturesque River Tay, Dundee offers a dynamic arts scene, diverse culinary experiences, and a warm community spirit. It's been described as Britain's Coolest Little City and was named by the Sunday Times as Scotland's Best Place to Live just a few years ago.

Beautiful **Angus** is the birthplace of Scotland, with rolling hills and endless beaches. It has been described as the food basket of Scotland, with a strong agricultural heritage, where the land and sea take centre stage.

The numerous distillers of spirits are the cherry on the cake and home to the world-renowned Arbroath Smokie. It's a place to explore heritage through landmarks like Glamis Castle and Arbroath Abbey, and embrace the allure of Pictish stones within an authentic Scottish landscape.



# Angus and Dundee are great places to live and work



Beautiful scenery with seaside, mountains and forests so close you can visit them all in one day.



Variety of outdoor activities easily available including watersports, skiing, skateboarding, golf and mountain climbing.



Steeped in history, there is a lot to explore.



Home to some of the best museums in Scotland.



UNESCO's first UK City of Design.



Average selling price for Tayside properties is £182,879 - significantly more affordable than £286,017 in Edinburgh, the Lothians, Fife and the Borders.



Fly to London from Dundee Airport in an hour or travel to nearby Edinburgh/Glasgow/ Aberdeen International Airports.



Excellent schools, colleges and universities with highly ranked graduate prospects.



# About Angus Council

Angus is a great place to live, work and visit - this is the vision that the Council has for the county.

We cannot make this happen on our own, but we can, by working with other organisations and communities, create the more integrated, responsive and sustainable services necessary to help us achieve this.

## Our priorities

Our four outcome-focused strategic priorities underpin our commitment to work ever more closely with our residents, our communities and our businesses – our people. We put them at the heart of everything that we do.

### **Our strategic priorities are:**

- For Angus to be a go-to place for business.
- To maximise inclusion and reduce inequalities.
- For our communities to be strong, resilient and led by citizens.
- For Angus Council to be efficient and effective.

Working alongside local, regional and national partners, we seek out and seize new opportunities to improve the quality of life for all our citizens – in particular, our most vulnerable people and families. We invest to achieve economic growth, while delivering efficiencies and reducing the environmental impact of our actions.

We listen to the needs of our customers, working for and with them to deliver better public value.

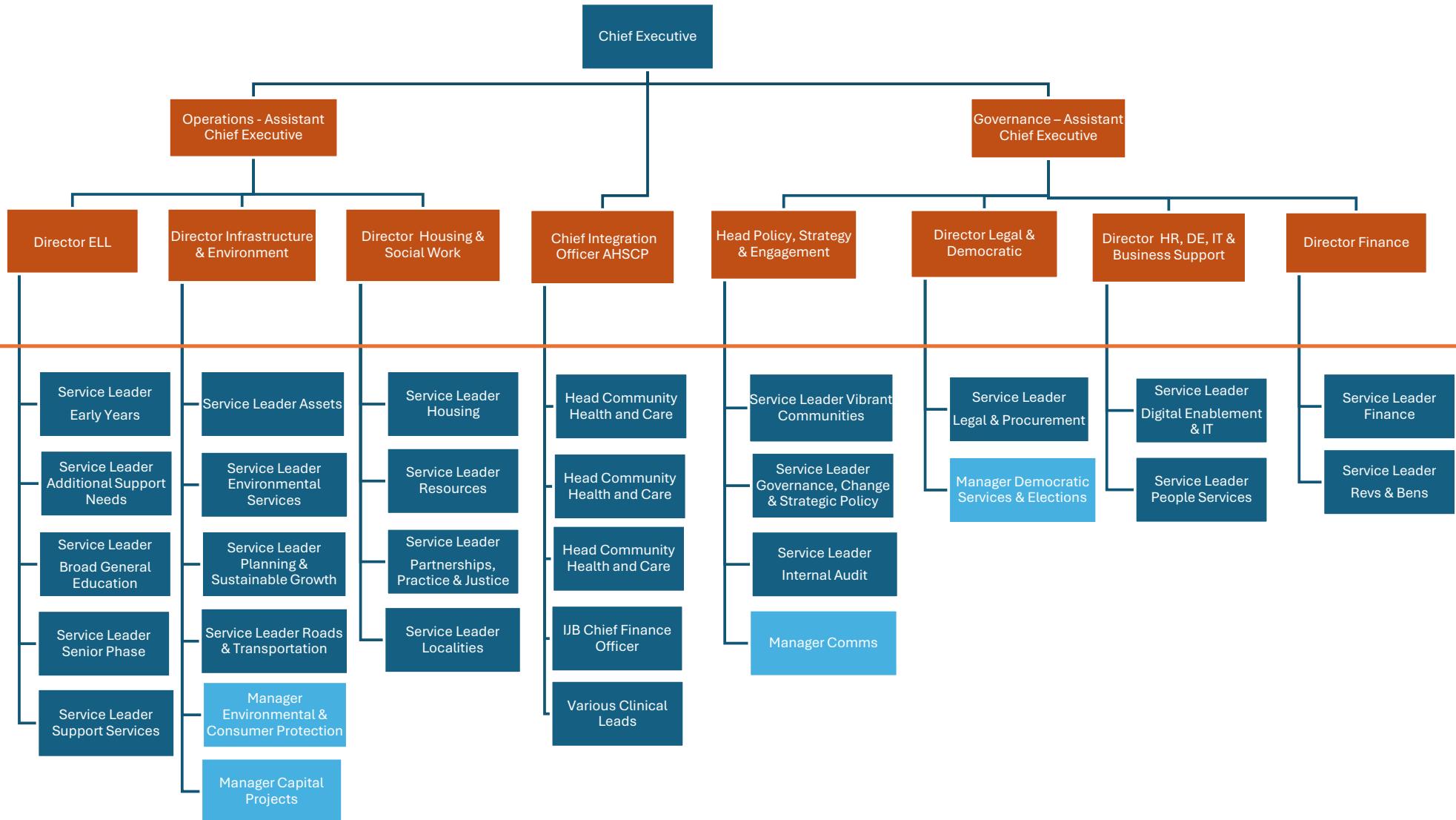


Our organisation's values are important as they give a picture of how we undertake our work.

### **The values are:**

- Collaboration.
- Focus on People.
- Respect.
- Fairness.
- Integrity.

# Angus Council Leadership Team Structure



# About Dundee City Council

Dundee City Council has big ambitions because we want the best for all our citizens. We want Dundee to be the best place to grow up, study, work and live long and happy lives.

We work with partners, businesses, citizens and communities to tackle challenges and grasp opportunities. We are enabling transformational change to meet the needs of the city and at the same time maintain the financial sustainability of local services.

## Our priorities

Our vision is that Dundee will be a caring city which has tackled the root causes of poverty and delivered fairness in incomes, education and health. It will have a strong, creative, smart and sustainable city economy with jobs and opportunities for all. And it will be a greener city, made up of strong communities where people feel empowered, safe and proud to live.

The Council has five priorities which underpin our bold and ambitious culture. Everyone within the Council is working to deliver on these priorities, making lives better for citizens.

### **The priorities are:**

- Reduce child poverty and inequalities in incomes, education and health.
- Tackle climate change and reach Net Zero carbon emissions by 2045.
- Build resilient and empowered communities.
- Deliver inclusive economic growth (including community wealth building).
- Design a modern Council.

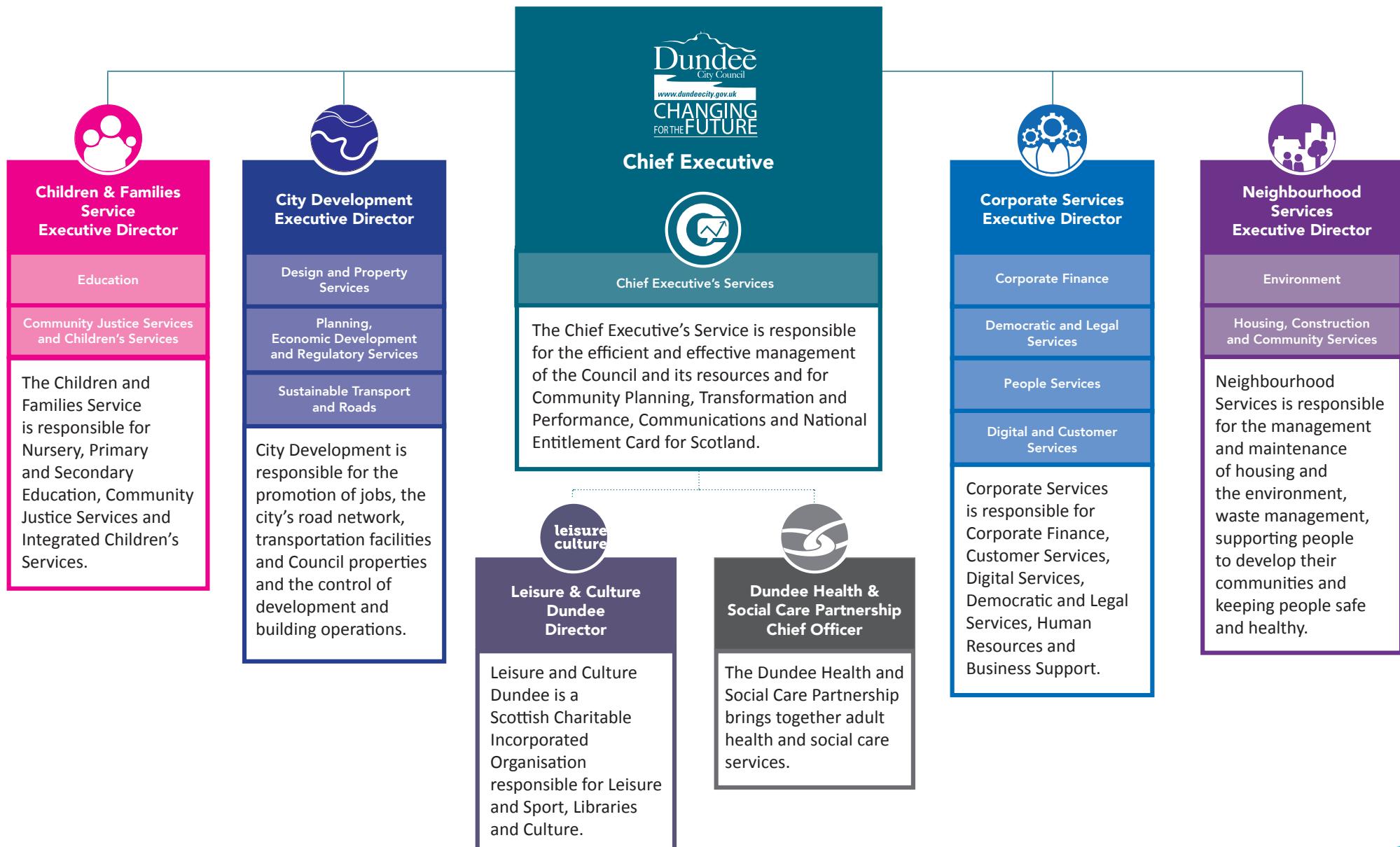


Delivering on these priorities is guided by our organisational values.

### **The values are:**

- Be open and honest.
- Be fair and inclusive.
- Be innovative and transforming.
- Be constantly learning.

# Dundee City Council Executive Structure





# The Role

## Service Leader - Internal Audit

Salary £80,744 - £86,942

This is a shared role between Angus Council and Dundee City Council.

The Service Leader (Internal Audit) will be employed by Angus Council and will provide the same role to Dundee City Council for 50% of the working weeks as part of a Service Level Agreement.

### As Service Leader you will:

- Lead Internal Audit Services compliant with Internal Audit Standards.
- Provide assurances that the governance, risk management and internal controls are working effectively.
- Provide the same service for ANGUSalive, Angus Council's Culture and Leisure Trust.
- Work collaboratively with the internal auditors of the Integrated Joint Boards to provide relevant assurances
- Support and advise both councils' transformational programmes.

### Responsible to:

- Scrutiny and Audit Committee.

### Responsible for:

- Internal Audit and counter-fraud teams.



# The Role (continued...)



## Leadership and Management Responsibilities

1. Provide effective and visible leadership and innovatively manage allocated services to secure and sustain the necessary changes in culture and practice to ensure that these services perform well and in line with corporate/directorate aims, goals and objectives.
2. Set direction for allocated services; engage, motivate and inspire others; give a sense of purpose; and role model the Councils' values.
3. Ensure the leadership and management of employees is undertaken in accordance with council policy.
4. Create an environment in which people can do their best work, setting and agreeing standards of performance and addressing unacceptable standards of performance or behaviour.
5. Prepare and manage revenue and capital budgets as required and undertake financial management in accordance with council policies and financial regulations.
6. Ensure effective performance management in accordance with corporate arrangements, including the development and maintenance of service plans, appropriate management information and administration systems.
7. Promote continuous improvement and efficiency and encourage creativity and innovation with a focus on improving business outcomes.
8. Ensure the development of efficient work practices, ensuring the cost-effective use of resources and the implementation of digital service delivery wherever possible.
9. Collaborate with appropriate internal and external stakeholders on the delivery and development of the service.
10. Develop collaborative approaches to service delivery working both within and outwith the council where these would deliver council outcomes and objectives.
11. Deputise for Senior Officers as required and where compatible with maintaining audit independence.

# The Role (continued...)

## Service Specific Responsibilities

12. Lead the councils' Internal Audit Services in accordance with the statutory requirements of the Local Authority Accounts (Scotland) Regulations 2014 and the Internal Audit Standard enshrined within those regulations.
13. Provide the independent review and assurance function required by the Act to Elected Members, the Chief Executive, the Corporate Management Team and across the councils in relation to overall Corporate Governance, Risk Management, Internal Control and Change/Transformation arrangements.
14. Provide that independent review and assurance function required by the Act to the Board and Chief Executive of the Culture & Leisure Trusts in relation to overall Corporate Governance, Risk Management and Internal Control arrangements.
15. Work collaboratively with the Head of Audit of the Fife and Forth Valley internal audit service to provide an internal audit service to the Integrated Joint Board.
16. Collaborate with colleagues in other authorities, locally and nationally, to share best practice, provide support and further the Internal Audit profession.
17. Provide Strategic leadership to deliver a counter-fraud and investigation service for the councils in line with best practice and actively promote a culture of risk awareness and counter-fraud throughout the council.
18. Work in partnership with other internal auditors, external audit, inspection bodies and other review agencies to ensure effective coverage and duplication is minimised
19. Develop, deliver and maintain the internal audit charter and strategy for the councils, ensuring the strategy aligns with that of each council and is responsive to changing situations.
20. Conduct annual consultation exercises with both Elected Members and the Executive Management team and senior officers (including the S95 Officer and Monitoring Officer) in relation to the development of the annual internal audit plan.
21. Assess the potential impact and implications of information from government, statutory bodies and partners for the service.
22. In the implementation of the audit strategy, prepare and monitor audit plans, lead the delivery of those plans and lead the provision of a complete audit service to the council covering the areas of corporate governance, systems, regularity, contract, computer audit and investigation of internal fraud.

# The Role (continued...)

23. Lead particularly challenging and/or sensitive reviews, investigations or complaints.
24. Actively advise the councils and related officer groups on internal control matters.
25. Attend the Scrutiny and Audit Committee(s) and act as reporting officer to Committee(s) in relation to internal audit matters.
26. Ensure the Scrutiny and Audit committee(s) receive reports relating to audit plans, audit reports, delivery of action plans and performance of internal audit.
27. Provide training and development as required to members of the audit committee in internal audit related matters, ensuring they remain up to date with emerging issues which may impact on their audit committee role.
28. Provide internal audit advice as required to Elected Members.
29. Provide to the Scrutiny and Audit Committee(s) an annual report highlighting the audit findings of the year, providing conclusions in relation to the corporate governance, risk management and internal controls of the councils and highlighting any matters which should be considered within the context of the council's Annual Governance Statement.

## Special Reporting Arrangements

Functional reporting for the post is to the Scrutiny and Audit Committee(s). This post is responsible, on an administrative line management basis, to Head of Policy, Strategy & Engagement in Angus Council and the Head of Corporate Finance in Dundee City Council. However, to ensure the independence of the post, a direct reporting arrangement to the Chief Executive, Section 95 Officer and Members of Scrutiny and Audit Committee(s) is recognised at the post-holders discretion.

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job may need to change in consultation with the post holder who may be required to undertake any other similar duties and responsibilities as may be allocated.



# Person Specification

## Qualifications and Training

### Essential

- CMIIA or CCAB or Equivalent.
- Evidence of Continuing Professional Development.

### Desirable

- Degree or equivalent in a related discipline.
- Post graduate qualification in Leadership and/or Management.

## Knowledge, Skills and Experience

### Essential

- Experience of leading an Internal Audit service in complex organisational environments including the public sector.
- An understanding of the role of corporate governance, internal audit and risk management in underpinning organisational arrangements and transformational change.
- Experience of working with executive teams to develop and deliver an internal audit plan.
- A record of success in leading an internal audit service.
- Detailed understanding of Public Sector Internal Audit standards and their application in a modern internal audit service.
- Detailed understanding of, and experience in, developing and delivering risk-based internal audit plans.
- Can demonstrate success in delivering internal audit services to multiple clients.
- Demonstrable experience in leading and conducting sensitive and complex investigations and complaints.
- Able to demonstrate experience and understanding of transformational change including cultural change.
- Experience of operating within a political environment including experience of local authorities and working with Elected Members and Boards.
- Able to provide examples that demonstrate experience of service improvement.
- Active and influential involvement in key initiatives as part of a corporate team; can provide evidence of collaborative team working.



# Person Specification (continued...)

## Knowledge, Skills and Experience (continued...)

- Experience of performance management and successful delivery against challenging outcomes/objectives.
- Can demonstrate how (their) leadership has impacted upon specific situations.
- Evidence of excellent interpersonal and communication skills.
- Displays political and contextual astuteness.
- Relishes a challenging workload and can motivate others to succeed.
- Can demonstrate tenacity and resourcefulness.
- Takes personal responsibility for ensuring that diversity and equality are respected and acted upon.
- Comfortable working in conditions of ambiguity and complexity and can demonstrate by example.
- Decisive but capable of consulting and incorporating the views of others.
- Has intellectual flexibility, including analytical and strategic capability, and the ability to consider options/information from a wide range of sources.
- Demonstrates a confident and adaptive leadership style that is inclusive and facilitative.
- Can provide evidence of developing individuals and teams, motivating colleagues and identifying and nurturing talent.

### Desirable

- Experience of supporting successful organisational and cultural change.
- An understanding of, and experience in, strategic planning, development and implementation and the ability to articulate this.
- A strong track record in terms of partnership and collaborative working; can describe experience in terms of benefits gained.

## Special Conditions

### Essential

- Ability to obtain a Basic Disclosure Certificate.

### Desirable

- Mobility, in order to work flexibly and agilely in a variety of locations as required.

## Key documents

Here are links to our key documents.

[Angus Council Plan 2023-2028 and Council Delivery Plan 2025-2026](#)

[Angus Council Annual Accounts 2024-2025](#)

[Angus Community Plan 2022-2030](#)

[Angus Council Workforce Plan 2023-2028](#)

[Dundee City Council Plan 2022-2027](#)

[Dundee City Plan 2022-2032](#)

[Dundee City Council Local Code of Corporate Governance](#)

[Dundee City Council Annual Audit Plan 2024-2025](#)

## Social media and web links

[Angus Council website](#)

[Angus Council X](#)

[Angus Council Facebook](#)

[Angus Council Instagram](#)

[Angus Council Youtube](#)

[Dundee City Council website](#)

[Dundee City Council X](#)

[Dundee City Council Facebook](#)

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angus.gov.uk



Dundee  
City Council

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