



National Audit Office

# CHANGE YOUR WORLD





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# Head of Governance and Risk

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# 1. Introduction

Thank you for your interest in joining the National Audit Office as Head of Governance and Risk. This pack will give you a better idea of who we are, what you'll do when you join us, and what we offer. It also gives more details about the application process.

Our position is unique, and our work is extraordinarily influential. Totally and distinctively independent, we scrutinise public spending for Parliament. This means we work for, and for the good of, everyone in the country. Our financial audit and value for money work, and everything else we do, helps society work better – supporting and enabling improvements in the way services are delivered right across the public sector. The recommendations from our work result in financial savings and positive changes in government to improve services and ensure value for money for the taxpayer.

More about the NAO is available on our website [nao.org.uk](http://nao.org.uk)

## 2. The Role

### **Main purpose of the role**

The Head of Governance and Risk is the Secretary to the NAO Board and is responsible for ensuring corporate governance arrangements contribute meaningfully to the strategic development of the NAO, and that the NAO becomes an exemplar of best practice in its corporate governance arrangements. The role will also have oversight of our risk management function. This is a crucial aspect of governance and helps the NAO to identify, and put in place actions to respond to, any potentially significant internal or external risks which may impact operational activities or the delivery of corporate objectives.

### **Main responsibilities**

- Manage the NAO's governance arrangements in line with best external practice.
- Give a strategic focus to the work of the NAO Board, the Leadership Team and the associated committee structures.
- Work closely with the Chair, the Chief Executive, the Leadership Team and other members of staff to support the Board in fulfilling its remit.
- Facilitate non-executive members' engagement with the business so as to maximise their contribution to the work of the NAO.
- Manage and support authors to produce good quality, timely papers which meet the requirements of the Board and Leadership Team.
- Manage the administrative aspects of Board meetings (including preparation of agendas and minutes and circulation of papers), and ensure meetings proceed in accordance with the requirements of the relevant constitutional documents.
- Support the production of key corporate publications, including the Annual Report and Accounts
- Support Senior NAO colleagues in maintaining productive working relationship with Public Accounts Commission Parliamentary Committee which has oversight of the NAO.
- Liaise with senior risk owners across the business to maintain and update the NAO's strategic risk register.
- Presenting the strategic risk register to Leadership Team and Board meetings.
- Working with the Leadership Team to ensure that NAO's risk management function remains aligned with and provides effective support to the NAO's new strategy.

## **Relationships and Accountability**

The post-holder will have contact with the Chair, the C&AG and his Private Office, Leadership Team, and contributors to Board and Leadership Team from across the Office.

The post-holder will have external contact with the Public Accounts Commission, the Parliamentary Committee responsible for overseeing the work of the NAO, working with the secretary to the Commission to manage the Office's engagement with the Commission and the arrangements for formal hearings.

This post will be based at our London Office but may require occasional visits to the Newcastle Office.

## **3. The person we are looking for**

### **Skills, experience, attributes and qualifications**

This is a unique and high-profile role within the NAO, which involves very regular engagement with senior staff. The successful candidate will be able to demonstrate the following key skills:

- A strong understanding and significant experience of corporate governance preferably in both public and private sectors.
- Chartered Secretary status or holder of a similar, relevant qualification.
- Ability to contribute strategically to the development of NAO.
- Strong written and oral communication skills and the confidence to challenge others, at whatever level, when sound corporate governance would be undermined.
- Excellent people skills to support engagement with staff at all levels across the NAO and beyond.
- Proven ability in planning and organisation, with good attention to detail.
- The ability to act with detachment and impartiality in order to serve the best interests of the Board and the Leadership Team.
- Confidence in interpreting and applying legislation.
- Sound judgement.
- Integrity and a respect for confidentiality.

## 4. What we offer

- A very competitive salary: £67,973 - £90,977 (London)
- 35 days leave per year (including public holidays)
- Membership of an excellent civil service pension scheme. The Alpha pension scheme which is a defined benefit, career average scheme
- Modern open plan offices, centrally located in London and Newcastle and equipped with a range of excellent on-site facilities
- Excellent on-site gym at our London Office and subsidised gym membership in Newcastle
- Access to a wide variety of social activities, from quizzes to sporting events, coordinated by the NAO Sports and Social Association.
- Free Employee Assistance Program for confidential, wellbeing support and advice

## 5. How to apply

To apply candidates should provide an up to date CV and covering letter setting out briefly why you are suitable for this role. Please apply through our NAO web-site [here](#)

The closing date for applications is on Thursday 28th November 2019, 5pm.