



National Audit Office

CHANGE YOUR WORLD





National Audit Office

Senior International Relations Executive Officer

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1. Introduction

Thank you for your interest in joining the National Audit Office as Senior International Relations Executive Officer. 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. The NAO is also a world leading audit institution and has a role to play on the international stage.

You'll work closely with a range of NAO teams and overseas delegations to ensure that the NAO advances its international strategy. You will have responsibility for making sure the NAO is active in relevant overseas networks and is able to build strategic relationships which influence international agendas. You'll help manage international communications in and out of the office and support a number of visiting delegations and overseas visits. You will collaborate with dedicated and talented people, sharing your knowledge and keeping them informed about what is happening overseas. And, by taking on new opportunities and challenges, you'll build a rewarding and fascinating career – one that will allow you to make an impact that you, and the nation, can clearly see.

We are now looking to appoint someone with excellent organisational, communication and interpersonal skills and who has an interest and relevant experience in international affairs. If you like what you see and can meet our requirements, then we want to hear from you!

More about the NAO is available on our website nao.org.uk

2. The Role

Main purpose of the role

The main purpose of the role is to work on the NAO International Relations team and help the NAO achieve its international objectives, our main objective being to maintain a positive relationship with international bodies such as INTOSAI, EUROSAI, the United Nations and the Commonwealth countries. We work to share information and good practice in ways which help strengthen accountability and governance arrangements in countries which the UK works closely with, or who are a recipient of UK aid.

You will be responsible for acting as the primary liaison between the NAO and international bodies. The role includes organising and supporting visits from overseas delegations and study groups to the NAO, but also facilitating visits of NAO colleagues to other countries.

The NAO aims to maximise the value it receives from international relationships. The role, therefore, also involves building a knowledge and information database that the NAO can use in the most effective way to ensure our staff are kept informed of international developments. You will also have a role in helping to shape the NAO's future international goals and objectives.

Main responsibilities

International Liaison

- Respond to and coordinate replies to requests for information and queries from other audit organisations and stakeholders around the world. This will often require research, analysis and drafting, in close collaboration with our audit and value for money colleagues.
- Assist colleagues across the office in conducting international benchmarking work for their value for money reports and investigations.

- Act as a liaison for NAO representatives on the numerous international committees, task forces and working groups attached to multilateral international organisations in which the NAO actively participates. Ensure that opportunities that arise are identified and communicated to relevant teams in the NAO.
- Seek opportunities for leveraging our overseas contacts and information to provide learning and development opportunities for NAO colleagues, including access to benchmarking and identifying where we can learn from best practice.
- Production of, and contribution to, international newsletters that the NAO supports.

Overseas Visits

- Responsible for evaluating proposals for, and managing visits to, the NAO of incoming senior officials, including Presidents and Auditors General. This includes both putting together the logistics of the study visit and oversight of the agenda, co-ordinating input from specialists around the NAO and consolidating any training and teaching materials.
- Regular liaison with other government departments including: The Foreign and Commonwealth Office (both UK based staff and overseas); foreign embassies in the UK, Department for International Development and external stakeholders (for example Public Accounts Committees) from the UK, overseas and other Parliamentarians.
- Prepare briefing and background material for senior management. This includes briefings to colleagues at the NAO for both incoming and outgoing visits.
- Support NAO teams on overseas visits, including obtaining a briefing from the Embassy on the current political climate of the host country, the credibility of the country's Audit Office and the Auditor General. Ensuring all necessary logistical arrangements, including any risk assessments, are made.

Programme Management

- Maintain accounting records relating to International Relations programmes and visits. This includes ensuring that hospitality provided to international visitors to the NAO is appropriate and in line with policy.
- Monitor the International Relations portfolio of projects on a monthly basis. This includes ensuring that the allocation of staff to specific pieces of work is properly recorded and providing short summary briefings of performance to management as required.
- Provide advice and guidance to teams on the NAO's travel policy where it pertains to overseas work, assisting if there are any problems in team's accommodation arrangements or other travel related issues.

Records Management

- It is important that we get the best value and knowledge from our international work. You will be responsible for putting in place and maintaining thorough records of our international work and developing our intranet as a means of informing and sharing knowledge with NAO colleagues
- Ensure that international opportunities are communicated effectively to staff in the NAO so that we make best use of their skills and provide them with suitable development opportunities.
- Provide support to the Commonwealth Auditors General Conference Fund (CAGCF) Advisory Committee and the Commonwealth Secretariat to discharge the NAO's responsibilities in line with the agreed Memorandum of Understanding.
- Provide assistance to the Overseas Emergency Response Team if require

3. The person we are looking for

Skills, experience, attributes and qualifications

The successful candidate will be able to demonstrate the following:-

- Ability to represent the NAO, and by extension the UK, to a wide range of external partners in a variety of, often taxing, circumstances. Demonstrate the highest level of professional and personal integrity
- Excellent interpersonal skills with the ability to relate to people from a broad range of backgrounds and cultures. Awareness of differing international cultures, with the ability to adapt to these.
- Effective communication and presentation skills. Is comfortable liaising with staff at a variety of levels including the C&AG and senior management, and can give clear and appropriate advice to staff across the office on International Relations issues.
- Proven research and drafting skills. You will need to respond to requests for information and briefings, sometimes at very short notice. You will be able to identify the key points, research accurately, consult with colleagues where appropriate and make defensible decisions.
- A thorough understanding of the strategic implications of the NAO's international work and the objectives of the team. Can identify and implement ways in which our objectives can best be met.
- Experience of international work and proven ability to operate effectively in an international environment is desirable. There is likely to be some international travel associated with this role.
- Personal organisation, with the ability to meet challenging deadlines and the flexibility to prioritise and reprioritise competing tasks. A proactive approach together which supports other colleagues in meeting shared objectives
- Proven skills in numerical analysis, including the ability to present data clearly and concisely, and excellent computer literacy.

4. What we offer

- A very competitive salary: £37,634 to £46,020p.a.
- 2-year fixed-term contract
- 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
- Along with work that just means more, you'll benefit from a sociable, collaborative working culture, working with other highly professional people committed to making a real difference as part of a high performing organisation
- We provide excellent learning and development opportunities combining: formal training on a wide range of analytical methods, as well as management and leadership skills; learning through our work; and learning from other colleagues
- Our annual LearnFest week combines presentations, workshops and seminars on a whole host of topics (you could also deliver one if you wish).
- Looking further ahead we run talent programmes which identify, support and develop those with the potential to reach our most senior levels.
- Modern open plan offices, centrally located in London and Newcastle and equipped with a range of excellent on-site facilities
- 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 11.59 on Sunday 17 November.

The selection process will involve both a panel interview and a presentation which candidates will be asked to present in advance. We expect interviews to take place as soon as possible following the closing date.