

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Non Executive Audit and Risk Committee Member

**REPORTS TO:** Information Commissioner

### **ABOUT THE INFORMATION COMMISSIONER'S OFFICE**

The Information Commissioner is appointed under the Data Protection and the Freedom of Information Acts to safeguard citizens' information rights. The Commissioner carries out certain statutory functions under the Acts, the Privacy and Electronic Communications Regulations and the Environmental Information Regulations. The Commissioner is a 'Corporation Sole' appointed by Letters Patent and accountable to Parliament.

The Commissioner is supported by a staff of over 800 people who form the Information Commissioner's Office (ICO).

The ICO has five Non-Executive Management Board Members. In addition to these postholders, the Non-Executive Audit and Risk Committee Member will provide specialist and independent input into the ICO's Audit and Risk Committee, which is part of our governance structure, helping to ensure that the ICO is managed in a manner that is risk aware, effective and is a model of good corporate governance.

### **MISSION, VISION AND VALUES**

#### **Our mission**

To uphold information rights for the UK public in the digital age.

#### **Our vision**

To increase the confidence that the UK public have in organisations that process personal data and those which are responsible for making public information available.

#### **Our Values**

- **Ambitious** – Working boldly, ready to test boundaries and take advantage of new opportunities; working with a sense of genuine urgency, continuously improving when striving to be the very best we can be.
- **Collaborative** – Working towards achieving our goals, supporting one another whilst seeking and sharing information and expertise and working effectively with a range of partners to achieve our collective objectives.

- Service focused – Working impartially and ethically to provide excellent services - continuously innovating to remain relevant to the environment we regulate.

## **ROLE PURPOSE**

The Audit and Risk Committee is a sub-committee of the Management Board and supports the Information Commissioner and the Management Board in issues of risk control, governance and associated assurance.

You will be responsible for helping to ensure that the ICO has strong governance and financial management mechanisms in place, reviewing internal audit findings and making recommendations for improvement in practice.

You will therefore play a key role in ensuring continuous service improvement, high performance management, scrutiny and accountability, and effective corporate governance.

## **RESPONSIBILITIES**

- Attend and contribute to quarterly Audit and Risk Committee meetings.
- Engage with relevant Executives to achieve a full understanding of the organisation's functions and provide advice outside the confines of the Audit and Risk Committee.
- Ensure that financial controls and systems of risk management are robust, and that the Board is kept fully informed through timely and relevant information.
- Review strategic processes for risk, control and governance and make recommendations for improvements.
- Identify and plan the priorities and direction of internal and external audit activity.
- Consider the substance of internal and external audit reports and make an assessment of their conclusions and recommendations.
- Review the adequacy of management response to issues identified following audit activity and recommend further action where necessary.
- Make recommendations about the development of audit activity, risk management, controls and corporate governance within the ICO.
- Ensure that the Audit and Risk Committee acts as an effective body which adds value to the ICO and acts in the best interests of the wider public.

- Be involved in processes for the procurement of internal audit services by external suppliers.
- Ensure that the ICO operates in a way which provides value for money, demonstrates the organisation's values and demonstrates equality of opportunity in its activities.
- Act as a point of contact for staff who may wish to raise matters of concern regarding corporate governance, for instance issues raised through the ICO's Whistleblowing procedure, and instigate appropriate investigation into concerns raised.
- Support the development of an organisational culture in line with the organisation's mission, vision and values.
- Take part in corporate initiatives and training as required, to support the development of organisational performance.

## **PERSON SPECIFICATION**

### **Essential**

#### **Experience & Skills**

- Accountant holding a current professional accounting qualification recognised for practice in the UK.
- Significant experience of public sector accounting preferably including exposure to governmental arm's length bodies.
- Demonstrable experience of successfully improving and managing organisational performance ideally, but not essentially, in a board level (or equivalent) position.
- A good understanding of risk management.
- Commercially and politically aware with the ability to understand and translate the impact of external factors in the context of the ICO.

#### **Values and ways of working**

- Excellent interpersonal and communications skills, with the ability to innovate, lead, influence, challenge and inspire.
- An interest in the information rights agenda, and a broad commitment to the goals of the ICO.
- Commitment to ICO's mission, values, culture and ethos.
- Commitment to bringing high standards of ethics and transparency to ICO's governance.
- Willing and able to work as part of the governance team and in collaboration with Executives.

- Be willing to share their expertise with the Board, Committee members and Executives and support others to build related skills where possible.

### **Desirable**

- Previous experience of chairing or sitting on an Audit Committee including both supporting and challenging internal and external auditors.

## **ADDITIONAL INFORMATION**

### **SALARY**

£8,640 per year plus reasonable out of pocket expenses

### **TIME COMMITMENT AND DURATION**

The Audit and Risk Committee meets four times each year.

It is expected that 8 - 12 days per year will be required. This includes Committee meeting attendance and preparation, and other activity and advisory work to support the governance of the organisation including attendance at strategy days.

### **TERMS OF APPOINTMENT**

3 year fixed term appointment, renewable once only.

### **LOCATION**

Meetings will usually be held in Wilmslow however they are currently taking place remotely. We hope to return to face-to-face meetings when possible but will look to continue to offer flexible meeting options.

### **Commitment to Equality Diversity and Inclusion**

The Information Commissioner's Office is committed to equal opportunities policies. We welcome people from all backgrounds so that our leadership/governance mirrors the communities we serve. We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, socioeconomic background and other's differences.

We are committed to increasing diversity and inclusion within our organisation, as well as using our voice and platform to help make our sector more inclusive. This means reflecting critically on issues

of diversity and inclusion in all that we do, identifying and taking appropriate actions to reduce inequality.

During the application process we commit to:

- Paying for your travel costs to our office and back for interviews if they are held in person.
- Offering a first stage interview to any disabled candidates who meet the minimum criteria for the role, as part of our commitment to the Disability Confident Scheme. Please complete the Disability Confident form if you would like to apply using this scheme. The form is kept separate from your main application and is not seen by the panel.
- Making any reasonable adjustments. For example, ensuring we have sign language interpreters organised in advance if you'd like them and/or providing materials in an alternative format.

If there is anything else you're concerned about or think we could provide, please contact us.