JOB DESCRIPTION

Post Title: Governance and Assurance Manager - Transport

Directorate: Delivery Directorate

Reports to: Governance & Assurance Lead - Transport

Direct Reports: None

Key Relationships: Governance and Programme Leads, Risk, Project and Document Controls, Project and Programme teams and Governance Services team.

Role Purpose:

The Governance and Assurance Manager will manage, support and coordinate governance activities, calendar, associated assurance requirements and support key portfolio meetings as required. This is a critical role facilitating the integrated governance of project and programmes and the post holder will be involved in maintaining compliance, rigor, and integration with the broader portfolio architecture, ensuring there is a seamless route for projects and programmes to transparently communicate performance, enabling senior level decision-makers to support progress.

The Governance and Assurance Manager will work with colleagues (programme, commercial, risk, document control) in the portfolio office to ensure a coordinated approach to governance and information management that adequately supports programme and project control requirements.

Responsibilities:

- The Governance and Assurance Manager will implement the Governance architecture, calendar, manage, and coordinate Portfolio governance requirements.

- Implement best practice governance and compliance processes and systems, supporting the portfolio requirements and ensuring an auditable record of meetings, minutes, actions, and decisions are compliant and retained.

- Work with the broader portfolio team to establish compliant information practices and support key senior governance meetings and groups/boards, as necessary.

- Work with the broader portfolio team to progressively mature governance and information management in the portfolio.

- Support the migration of disparate systems and processes to a more consolidated suite that streamlines requirements and eliminates duplication.

- Work collaboratively with programme and project teams to establish and maintain governance calendars, adequate terms of reference, agendas, and papers for key meetings/boards.

- Work collaboratively with internal colleagues and external stakeholders to execute the portfolio governance and ensure it is integrated to the broader organisation and any external governance requirements as needed.

- Advise project and programme teams on governance issues and contribute to maturing governance models in the Portfolio.

Person Specification

Please specify (X) whether the experience required is Essential (E) or Desirable (D)			**Assessment Method**		
Experience	E	D	App*	Int**	Other***
Proven experience working in a broad multidisciplinary portfolio/programme/project environment, preferably in transport.	X				
Demonstrable experience implementing and coordinating governance for portfolio/programme/projects.	X				
Demonstrable experience supporting board level meetings; setting agendas, collating papers, capturing minutes, actions, and decisions.	X				
Experience implementing and maintaining information management systems such as SharePoint, Modern.Gov and managing archives.	X				
Experience supporting audit, quality and assurance work, including complying with freedom of information requests.		X			
Experience working in a multi-disciplinary programme/project team.		X			
Experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external.		X			
Skills/Knowledge/Abilities	E	D	App	Int	Other
Knowledge of public sector governance frameworks.	X				
Good organisational, written, and verbal skills.	X				
Good collaboration and mentoring skills, ability to educate and implement new processes and policies in programme/project teams.	X				
Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude.	X				
Qualifications/ Professional Memberships	E	D	App	Int	Other
Degree in relevant subject or 3+ years' experience in similar role/equivalent experience	X				
Appropriate membership/qualifications/CPD: APM, IRM, CRISC or similar		X			

* Application
** Interview
*** Details will be shared at interview stage

Core Expectations
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety
All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity
To promote and champion equality and diversity in all aspects of the role.

Learning and Development
To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management
To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)
To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other
There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.