

Job Description

Job Title:	SAF Programme Specialist (1 Year Fixed Term)
Directorate/Team:	Legal & Governance (Programme Assurance & Appraisal)
Location:	16 Summer Lane
Responsible to:	SAF Change Delivery Manager
Responsible for:	N/A
Key working relationships: (internal)	Cross-directorate colleagues, Programme Assurance & Appraisal (Assurance, Appraisal and Centre of Excellence (CoE) teams), WMCA governance, finance, legal and procurement.
Key working relationships: (external)	Local Authority partners, central government departments (as appropriate), programme and project delivery leads/providers.

Purpose of the Post

The SAF Programme Specialist will support the SAF Change Delivery Manager in delivering major assurance and governance change initiatives within the Programme Assurance & Appraisal function. The role provides dedicated delivery capacity to help translate strategic assurance reform into practical, implementable ways of working. The role holder will support planning, coordination, engagement and implementation activity across Appraisal, Assurance and Centre of Excellence (CoE) teams, helping to ensure change initiatives are delivered at pace while maintaining robust governance, auditability and statutory compliance.

1. Support the SAF Change Delivery Manager to contribute to the HMT Green Book Review
2. Support the SAF Change Delivery Manager in leading on the Place Based Business Case development
3. Support the SAF Change Delivery Manager to help ensure the new English Devolution Accountability Framework (EDAF) aligns with SAF and the new proposed WMCA Accountability Framework in readiness for central government approval (November 2026)
4. Support the SAF Change Delivery Manager with transitioning these new change initiatives into Programme Assurance & Appraisal operations to be managed by the Assurance Team, Appraisal Team and the Programme Centre of Excellence teams in the future.

The role holder will support the SAF Change Delivery Manager on the end-to-end planning of these complex assurance and change programmes. The role holder will need to develop strong collaborative partnerships with all levels of key stakeholders to deliver this change programme in the WMCA Programme Assurance & Appraisal and WMCA governance environment. The proposed new ways of working will need to satisfy internal system controls to support WMCA Statutory Officers.

In addition, the role holder should be able to support BAU work within the Programme Assurance & Appraisal team when specialist business cases require iterative or bespoke review processes.

Accountabilities

- Support delivery of the WMCA Assurance Change Programme under the direction of the SAF Change Delivery Manager.
- Support programme planning and mobilisation activity for portfolio-based and place-based approaches, including Integrated Settlement-related work.
- Provide technical and coordination support to assurance change initiatives to ensure compliance with the WMCA Single Assurance Framework (SAF).

- Support alignment between strategic assurance objectives and operational delivery across appraisal, assurance and CoE teams.
- Contribute to development of recommendations for transitioning new assurance ways of working into business-as-usual operations.
- Support maintenance of clear documentation, audit trails and governance artefacts to provide confidence to WMCA Statutory Officers.
- Provide guidance, advice and support to directorates, programmes, projects and partners to assist the successful development and delivery of investment projects in accordance with the SAF.
- Assist in the development of any third party specialist project reviews, writing specifications for external specialists and providing any support as required.

Responsibilities

Strategic

- Support mobilisation and delivery planning of assurance change initiatives aligned with WMCA strategic priorities.
- Assist in development and testing of new assurance approaches, processes, templates and guidance.
- Support engagement with central government teams and partners by preparing briefings, materials and responses.
- Contribute to organisational change initiatives related to assurance, governance and programme delivery.
- Support continuous improvement activity using systems-thinking and learning from delivery experience.
- Work flexibly and with integrity to meet the needs of the WMCA and the Programme Assurance & Appraisal function.
- Work with key internal and external stakeholders and SMEs to ensure that new processes are effective and adhere to the SAF.
- Develop bespoke assurance arrangements, templates and reporting methodologies, as required, to support the development and delivery of effective projects and programmes.

People

- Build effective working relationships across Programme Assurance & Appraisal teams.
- Build and maintain effective working relationships with external partners including those at central government.
- Support engagement with delivery directorates and partners to embed new assurance approaches.
- Represent the Programme Assurance & Appraisal function in meetings and workshops as delegated.
- Act professionally and collaboratively, supporting a positive and high-performing team culture.

Operational

- Coordinate delivery of discrete workstreams and tasks within the assurance change programme.
- Support tracking of milestones, risks, dependencies and actions.
- Assist delivery teams in applying SAF requirements proportionately at programme and project level.
- Prepare high-quality documentation including presentations, business cases, delivery plans, briefing notes and reports.
- Capture learning and feedback to inform continuous improvement of assurance processes.
- Work with key internal and external stakeholders and SMEs to ensure effective assurance of WMCA projects and programmes is implemented in accordance with WMCA SAF.
- Provide advice and assistance to key stakeholders regarding implementation of the WMCA SAF.

Financial

- Support analysis and review of financial information to ensure alignment between programme delivery plans and assurance requirements.
- Provide input to financial considerations within business cases and assurance documentation.
- Ensure value for money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Ensure compliance with regulatory and organisational governance requirements.
- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience					
Experience of managing programme delivery from inception to evaluation	X		X	X	
Experience of writing evidence-based business cases, proposals, briefings and delivery plans	X		X	X	
Experience of managing politically sensitive issues at a strategic and local level.	X		X	X	
Experience of budget management and financial planning.		X	X	X	
Skills / Knowledge					
In-depth understanding and experience of Programme Assurance & Appraisal & Single Assurance Framework	X				
Knowledge of governance, legal, and financial requirements in public programmes	X		X	X	
Strong stakeholder engagement and influencing capability	X		X	X	
Ability to lead and prioritise multiple workstreams in a fast-paced setting	X		X	X	
Confident presenter and public representative	X			X	
Commitment to WMCA values and continuous improvement	X		X		
Understanding and experience of public sector delivery programmes e.g. in Transport, Skills, Net Zero, Housing	X		X	X	
Knowledge and understanding of political trends and levers, regulatory changes, legislative processes and emerging initiatives relevant to subject matter expertise.		X	X	X	
Strong attention to detail, including observational, analytical, and organisational skills.	X		X		
Advanced proficiency in Microsoft Office applications including ability to write and edit reports and presentations, format charts and graphs, and manage inboxes, calendars and scheduling activity.	X		X		
Understanding of WMCA and LA partners	X		X	X	
Qualification / Education / Training					
HMT Green Book Practitioner	X				
Project management qualification	X		X		
Managing Successful Programmes Foundation		X			
GCSE Maths and English to Grade 5/6 equivalent	X		X		

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing 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, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.

Learning & Development	Participate in and take responsibility for any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisational policies.
Matrix Working	Work effectively in a matrix structure when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

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 Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
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.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
	JEP747		