



## Job Description

<b>Job Title:</b>	Programme Assurance Manager
<b>Directorate/Team:</b>	Legal & Governance (Programme Assurance & Appraisal)
<b>Location:</b>	16 Summer Lane, Birmingham, B19 3SD
<b>Responsible to:</b>	Head of Programme Assurance & Appraisal
<b>Responsible for:</b>	6 x Programme Assurance Specialists
<b>Key working relationships:</b> (internal)	Cross-directorate colleagues, Programme Assurance & Appraisal, WMCA Governance, Finance, Legal, Procurement, Strategic Unit, PMO, WMCA Programme Delivery Teams & Senior Responsible Owners (SROs)
<b>Key working relationships:</b> (external)	Local Authority partners, Central Government departments (as appropriate), LA Programme and Project Delivery Leads/SROs.

### Purpose of the Post

Provide a senior management role within the Assurance & Appraisal team within the wider Law and Governance Directorate, leading on the provision of a second line of defence programme assurance function.

The role has specific responsibility for the development and delivery of an Integrated Programme Assurance Plan and the provision of ongoing advice and guidance to project sponsors across all WMCA Directorates and external delivery organisations that receive funding from WMCA, as required, to assist with the successful development and delivery of programmes and projects in accordance with WMCA's Single Assurance Framework (SAF).

### Accountabilities (Deliverables)

- Provide specialist support to the Head of Programme Assurance & Appraisal with the development, operation and maintenance of the Single Assurance Framework (SAF)
- Lead on the development and implementation of Programme Assurance toolkits, based on HMT Greenbook best practice. Ensuring consistent application of these corporate assurance standards across all WMCA Directorates.
- Provide strategic oversight of the planning and delivery of all assurance activity ensuring the function's value-add by driving improvements to programmes / projects during their development and delivery; ensuring they remain fit for purpose, follow HM Treasury Green Book and Government Department Standards, and deliver effective, value for money solutions and outcomes.
- Provide strategic oversight of the planning and delivery of all independent project assurance activity as specified in the annual integrated project assurance plan; reporting progress, common themes and learning from such activity and making recommendations where appropriate to be presented to Executive Directors, Statutory Officers, Investment Panel, Investment Board, Executive Board and Audit, Risk & Assurance Committee.
- Lead in the development of the annual integrated project assurance plan (incorporating Business Case Assurance Reviews, Project Health Checks and Self-Assessment validation reviews), reflecting all WMCA's project portfolios
- With the Programme Assurance & Appraisal Management team drive organisation-wide learning and improvement based upon this activity, through the dissemination and driving implementation of best practice, evaluation of findings/evidence and other lessons learned with observations and recommendations reported to Directorate management teams and Audit Risk & Assurance Committee Reports.
- Provide strategic oversight of the implementation of the Integrated Assurance Plan, ensuring an appropriate, proportionate and risk-based approach to assurance activity and compliance with the SAF across the WMCA. Escalating any issues with its implementation to the Head of Programme Assurance & Appraisal together with recommendations for resolution

- Work in partnership with the Centre of Excellence Lead to ensure all WMCA investment proposals and projects are reflected on the WMCA Activity Register and Forward Plan, enabling a strategic planning capability and effective management information
- Lead in developing and maintaining relationships with key project and programme delivery stakeholders, internally and externally (including relevant Government departments such as MHCLG, DfT, DfE etc).
- Line Manage the team of Assurance Specialists, providing guidance, support and conducting annual Individual Performance Management reviews.
- Provide specialist programme assurance 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.
- Build and maintain the lessons learned repository of assurance themes highlighted from assurance activity and findings and use this information to recommend and drive improvements to the delivery of future projects / programmes.
- Take the lead in the development of any third-party specialist project reviews, writing specifications for external specialists and providing any support as required.

## **Responsibilities (Duties)**

### **Strategic**

- Keep abreast of and evaluate the effectiveness of new programme assurance tools and techniques and governance best practice.
- Work with the Centre of Excellence lead to ensure regular reviews of Directorate Project Pipelines to enable effective planning of assurance activity and resource capacity
- Work with the Head of Internal Audit to ensure an integrated, risk-based approach is adopted for all Assurance Plans and that the outcome of any assurance activity feeds into the strategic risk management process

### **People**

- Work with key internal and external stakeholders to ensure effective assurance of WMCA projects and programmes is implemented in accordance with WMCA Single Assurance Framework (SAF).
- Provide specialist advice, information and, where appropriate, challenge to Directors, Senior Managers and internal/external project leads, to identify and develop effective processes and controls across all Directorates; ensuring an effective three Lines of Defence approach is adopted across WMCA

### **Operational**

- Act as an escalation point for the Assurance Specialists
- Develop and implement Assurance toolkits and processes, standard templates and guidance to enable delivery of an effective second line of defence assurance function.
- Deliver an integrated annual plan of assurance activity, across all WMCA Directorates, ensuring an independent, risk-based approach is adopted based upon best practice and following SAF and wider Government requirements
- Report high level outcomes of assurance activity to relevant WMCA Boards including Project, Programme, Directorate and Audit Risk & Assurance Committees – focusing assurance reporting on its impact and any improvement activity recommended and undertaken, common themes, best practice identified and progress against any recommendations made.

### **Financial**

- Work with the Internal Audit lead to ensure an integrated approach is adopted for all Assurance plans and that the outcome of any assurance activity feeds into the Internal Audit planning process

### **Other**

- The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

## **Person Specification (How Evidenced Key: A = Application, I = Interview, T = Testing/Assessment)**

Requirements	Essential / Desirable	How Evidenced?
Candidates/post holders will be expected to demonstrate the following:		
Experience	E	A I T

- Experience of programme / project delivery and HMT assurance models, ideally in the areas of WMCA's Investment Programme and wider Combined Authority related projects	X				
- Experience of supervising professionals	X				
- Analysis and evaluation of complex data in order to translate into improvement/assurance planning and effective reporting to senior managers/WMCA Boards	X		X	X	
- Liaising with senior management & demonstrating specialist best practice / assurance knowledge with the ability to constructively challenge in order to drive service/project improvement	X		X	X	
<b>Skills / Knowledge</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
- Excellent interpersonal and persuasive skills with the ability to work and build rapport with internal/external stakeholders at different levels	X		X	X	
- Management of priorities and able to meet deadlines	X		X	X	
- Proactive approach to problem-solving	X		X	X	
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
- HM Treasury Greenbook Practitioner		X	X	X	
- PRINCE 2 Practitioner	X		X	X	
- Managing Successful Programmes Practitioner		X			
- P30 Foundation		X			

### Core Expectations

<b>Health, Safety &amp; Wellbeing</b>	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 as necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality Diversity &amp; Inclusion</b>	Promote and champion equality, diversity, and inclusion in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	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.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	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.

<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.

<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

#### **Additional Post Requirements**

<b>Essential Car User</b>	<b>Politically Restricted Post</b>	<b>Disclosure and Barring Service (DBS)</b>		
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>

#### **Job Evaluation Details**

<b>Date Evaluated</b>	<b>Job Family</b>	<b>Level/Grade</b>	<b>JEP Reference</b>