

JOB DESCRIPTION

Job Title	Assurance Manager
Salary Band	SCP 37-40
Reporting to	Head of Programmes
Directorate	Investment and Delivery
Service Area	Devolved Skills
Contract	Permanent
Political Restriction	No

1. Primary Purpose of the Post

Each Portfolio Manager will be assigned a 'portfolio' of projects which may comprise of typically of transport, housing, regeneration, culture, skills categories of projects. These projects will be delivered by either Local Authorities, private or third sector, and be subject to conditions within an agreed funding agreement. The Portfolio Manager will be responsible for ensuring that these projects remain aligned with their strategic objectives and measure the effectiveness of their delivery.

The core element of the role is representing the LCRCA in the relationship with the project manager and their sponsors to ensure that projects funded by the LCRCA are progressing in accordance with their funding agreement.

Post holders will be expected to:

- Ensure receipt of monthly project control documentation and progress reporting
- Undertake portfolio level analysis to determine risk, affordability and dependencies within their portfolio.
- Ensure that there are robust post project evaluation and benefits realisation plans in place for each project and to work with projects if needed to put these into place.
- Ensure that the data from these exercises has been validated and form part of the LCRCA's repository of impact analysis and lessons learnt.
- Manage any change controls necessary for individual projects and for the entire portfolio.
- Establish and maintain a portfolio level risk register, which contributes to the overall LCRCA's risk register.
- Identify and share best practice with other colleagues across the LCRCA
- Any other duties commensurate with the post e.g. producing briefing material, supporting senior officers.

2. Key Role Specific Responsibilities

Projects delivered on time and within budget allocation, and providing value for money

- Be the main point of contact for projects within the Portfolio, tracking and holding to account applicants for project progress and ensuring the timely supply of project updates and claims information from applicants.
- Present verbally and in writing the findings of any assurance exercises.
- Conduct regular assurance visits to projects to review the progress of works on site.
- Ensure that project control documentation meets the required standard and is submitted every month.
- Work closely with the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of each project.
- Coordinate the submission, scrutiny and approval or rejection of project variations (where required).
- Adopt effective risk management practices to identify key risks to project and programme delivery and consider whether proposed mitigating actions to resolve potential issues are adequate to minimise risk to the LCRCA; where appropriate recommend mitigating actions and escalate appropriately.
- Broker/facilitate solutions across the Portfolio, and with other Portfolio Managers.
- Support the facilitation of planning processes.

Delivery of LCRCA Policy Objectives

- Regular updates provided to senior managers regarding the health of the portfolio.
- Plan, direct and coordinate all activities associated with measuring the impact of investment.
- Facilitate and share lessons learnt to improve future policy making.

Continuous improvement of services

- Promote a culture of continuous improvement and encouraging improvements in the delivery of projects.
- Share good practice across the portfolio through the identification/facilitation of lessons learnt.

Resources are used efficiently and effectively to deliver objectives

- Work with colleagues to ensure that projects are being delivered efficiently and effectively.
- Develop working practices that are effective and efficient, making best use of ICT.

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To work as a key part of Investment and Delivery Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.

- To support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

4. General Managerial Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Service Area: Assurance Manager
Job Title: Programme Management Office
Grade: SCP 37-40

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	<ul style="list-style-type: none"> Degree level or NVQ Level 4 in a relevant discipline such as finance, business, engineering, economics; candidates with other qualifications would be considered providing that they are able to demonstrate equivalent experience and commitment to personal learning and development.* 	A
	<ul style="list-style-type: none"> Project Management qualifications such as Prince 2, MoP, MSP, PFQ, PPQ. 	A
Experience & Knowledge	<ul style="list-style-type: none"> Significant experience in programme and/or project management methodologies, tools and techniques, successfully delivering on time and within budget large value projects >£10m.* 	A,I
	<ul style="list-style-type: none"> Experience in providing best practice assurance function on projects and the ability to provide constructive feedback.* 	A,I
	<ul style="list-style-type: none"> Knowledge of process design tools and techniques.* 	A,I
	<ul style="list-style-type: none"> Knowledge and use in practice of project management techniques e.g. project controls and producing and reviewing work schedules using, for example MS Project.* 	A,I
	<ul style="list-style-type: none"> Demonstrable experience of assimilating large volumes of information and undertaking high quality analysis.* 	A,I
	<ul style="list-style-type: none"> Experience of Portfolio Management and working with very senior Sponsors. 	A,I

	CRITERIA	METHODS OF ASSESSMENT
	<ul style="list-style-type: none"> • Experience of working in the public sector, including procurement processes, funding arrangements and governance arrangements. • Experience of designing and facilitating workshops. 	A,I A,I
Skills/Abilities	<ul style="list-style-type: none"> • Ability to work effectively under pressure and be able to solve problems. • Ability to work in a political environment. • Ability to work on a commercial in-confidence basis and handle conversations with tact and sensitivity to achieve successful outcomes. • Ability to work flexibly to tight deadlines and changing priorities. • A strong focus on detail and accuracy. • Able to effectively and confidently communicate to a range of internal and external audiences. • Seeing the big picture and being able to work through any challenges and uncertainty. • Ability to oversee multiple projects simultaneously and effective prioritisation of workload. • Effective influencer with the ability to constructively challenge at senior level and with a wide range of stakeholders. 	A,I A,I A,I A,I A,I A,I A,I

Key to Assessment Methods:

I – Interview, P – Presentation, A – Application, E – Exercise, T – Test, AC – Assessment