

## **ROLE DESCRIPTION**

<b>Job Title</b>	Assurance Manager
<b>Salary Band</b>	SCP 37-40
<b>Reporting to</b>	Senior Assurance & Contracts Manager
<b>Directorate</b>	Investment & Delivery
<b>Service Area and sub area</b>	Devolved Programmes
<b>Team</b>	Assurance Services
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<p>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.</p> <p>Each Assurance 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 a range of applicants including Local Authorities, private or third sector, and be subject to conditions within an agreed funding agreement. The Assurance Manager will be responsible for ensuring that these projects remain aligned with their strategic objectives and measure the effectiveness of their delivery.</p> <p>Post holders will be expected to:</p> <ul style="list-style-type: none"> <li>• Ensure receipt of monthly project control documentation and progress reporting</li> <li>• Undertake portfolio level analysis to determine risk, affordability, and dependencies within their portfolio.</li> <li>• 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.</li> <li>• Ensure that the data from these exercises has been validated and form part of the LCRCA's repository of impact analysis and lessons learnt.</li> <li>• Manage any change controls necessary for individual projects and for the entire portfolio.</li> <li>• Establish and maintain a portfolio level risk register, which contributes to the overall LCRCA's risk register.</li> <li>• Identify and share best practice with other colleagues across the LCRCA.</li> <li>• Any other duties commensurate with the post e.g. producing briefing material, supporting senior officers.</li> </ul>

## 2. Your 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.

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.

## 3. General Corporate Responsibilities



- Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally, and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct, and effective communication and involvement with all stakeholders.
- To share and communicate a clear understanding of the LCRCA equality, diversity, and inclusion priorities internally and externally.
- To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety
- To carry out such other duties as may be directed, commensurate with the grading of the post.

## **5. Recruitment Plan**

Competency Based Interview  
Assessment

### **Key words:**

Terms candidates may search to find this job online

'Grant Funding' 'Assurance' 'Compliance' 'Programme Management'

## PERSON SPECIFICATION

**Service Area:** Assurance Services

**Job Title:** Assurance Manager

**Grade:** SCP 37-40 (£46,171 to £50,097)

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree level or equivalent qualification or relevant experience in a relevant discipline.	E	Application
Project Management qualifications such as MAPM, Prince 2, MoP, MSP, PFQ, PPQ.	D	Application

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience and practical knowledge of project management and project control techniques including financial analysis, project planning, appraisal, change control, finance, risk management and evaluation.	E	Application, Interview & Test
Experience of providing best practice assurance and compliance preferably within a public sector environment.	E	Application & Interview
Knowledge and experience of risk management Techniques, to ensure a risk-based approach to project management and performance.	E	Application & Interview
Experience of contract monitoring and management of grant funded projects and programmes.	D	Application & Interview

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to communicate effectively with a high standard of written and verbal communication skills, including the ability clearly summarise or synthesise complex or lengthy documentation.	E	Application & Interview
Good analytical and problem-solving skills with a strong focus on detail and accuracy	E	Application & Interview
Pro-active, self-starter with the ability to work with minimal supervision, will need to be able to use own initiative, including the ability to work flexibly to tight deadlines and changing priorities	E	



Effective influencer with the ability to constructively challenge at senior level and with a wide range of stakeholders. Handling conversations with tact and sensitivity to achieve successful outcomes.	<b>E</b>	<b>Application &amp; Interview</b>
Ability to establish professional credibility quickly with colleagues and to interact and influence effectively with staff at all levels across the organisation.	<b>E</b>	<b>Application &amp; Interview</b>
Ability to work in a political environment and see the big picture.	<b>D</b>	<b>Interview</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Demonstrate evidence of continuous improvement both in terms of service provided and professional development.	<b>D</b>	<b>Application</b>
Demonstrable delivery of exceptional standards of customer care	<b>D</b>	<b>Interview</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
A commitment to the LCR and an understanding of its stakeholders	<b>E</b>	<b>Interview</b>
An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion	<b>E</b>	<b>Interview</b>
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### **Key to Assessment Methods:**

*\*Please specify for each criterion, column to be removed for external posting.*

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment