

JOB DESCRIPTION

JOB TITLE:	Governance and Assurance Manager (Deputy Head of Service).
MANAGED BY:	Head of Service, PMO
GRADE:	HoS1

BACKGROUND

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The Governance and Assurance Manager will report to the Head of Service, PMO. In conjunction with the Head of Service, PMO, the role will work collaboratively with the West of England Combined Authority and partner Project Managers, and the other Directorates including the Finance Directorate the Environment Directorate, and the Policy and Strategy Directorate.

The role is to lead, develop and promote the PMO function within the Combined Authority and to manage and control delivery of our £1 billion capital projects portfolio. The Governance and Assurance Manager will:

- Provide oversight, compliance and assurance of Governance across the Infrastructure Directorate
- Lead on the development and continuous improvement of project, programme and portfolio governance in the Combined Authority
- Lead on the project, programme and portfolio audit and assurance plan for the Infrastructure Directorate

- Be the deputy Head of Service so will also have a strong awareness of the operation of the PMO on a day-to-day basis, helping ensure it effectively meets its obligations.
- Have oversight and ownership of the forward planning for portfolio level governance meetings and ensuring that secretariat functions are effective.
- Oversight and coordination of Assurance on projects at key milestones/Stage Gates from a management controls perspective.
- Ensure a central list of upcoming and completed audits are maintained across the Directorate. They will be consulted ahead of any audit taking place and work with the projects to complete audits. They will also monitor actions arising from audits to ensure corrective actions are completed and lessons learnt shared.
- Ensure a list of key information for all current and pipeline projects are maintained
- Close focus on the day-to-day operations of the portfolio. They will also identify, be closely involved and lead on aspects of the on-going development of the PMO.
- Provide resilience within the PMO by the Governance and Assurance Manager deputising for the HoS where required and being able to cover for the discipline leads where required.
- Lead and monitor the capability, training and upskilling requirements of the PMO as well as coordinating wider Infrastructure Directorate led upskilling exercises within the Directorate.
- Deputise for the Head of Service, PMO and co-ordinate all PMO activities across the Combined Authority PMO team and other PMOs across the region
- Engage all other PMOs across the region on reporting, governance (including governance forums), risk management, schedule management training, and capability development.
- Review and report on project delivery by the Combined Authority, and for transport infrastructure projects funded through the Combined Authority
- Line manage and develop the portfolio reporting and portfolio analyst teams within the PMO
- Ensure timely reporting, dissemination of reports, arrangement of governance and assurance meetings and governance meeting information packs to attendees, ensuring rigorous timeframes are met
- Undertake the role of corporate representative for the membership of the Association for Project Management, transferring best practice into the Combined Authority support and facilitate the process for Risk and Change Management, and Benefit Realisation reporting from a project level through the Combined Authority corporate processes
- Mentor and support internal Project Managers, and those of our partner organisations, to ensure we apply effective, consistent and transparent project management best practice develop and manage our regional delivery programme, establishing performance measurements baselines for projects, identifying dependencies, risks and opportunities with our key stakeholders
- Maintain robust early warning and change event data, including trend analysis. Ensure output information aids performance improvement.
- Ensure lessons from projects and programmes are captured, collated, analysed and shared across the Directorate, to support future delivery.

KEY RESPONSIBILITIES

- Liaise and interface with stakeholders across the Combined Authority, Unitary Authorities and other public and private sector organisations interfacing with and managing work on behalf of the organisation.
- Compilation and presenting of coherent reports and data, at senior levels within the Combined Authority and to Unitary Authorities, including the Corporate Leadership team, Directors and CEOs meetings.
- Provide leadership and act as subject matter expert for governance, assurance and reporting of programme and project management to the Metro Mayor and senior leaders across the Combined Authority and Unitary Authorities.
- Continued development of Combined Authority Project Management tools and processes for application across the Combined Authority and our funded projects.
- Mentoring and support of Combined Authority, and partner organisation, Project Managers in the application of Project Management best practice.
- Management of project delivery data to facilitate effective project and programme reporting for a range of audiences (e.g. via an SQL database and Power BI).
- Working with the Head of Grant Management and Assurance to support the assurance gateway process, in line with the Combined Authority Assurance Framework, through effective project management tools and processes.
- Working with the Corporate reporting function to roll project and programme level performance data through to effective corporate / organisational risk, trend, improvement and performance reporting. This includes ensuring the Combined Authority's project delivery objectives support the overall corporate programme and business plan, in support of regional priorities.
- Working with the Director of Investment and Corporate Services to ensure effective project reporting supports 5-year organisational Gateway Reviews.
- Leading on the development, delivery and continuous improvement of project, programme and portfolio governance and assurance across the Combined Authority.
- Working with key delivery partners; our partner Unitary Authorities, Network Rail and Highways England (for example) to manage and report against a regional infrastructure programme. This will support the activity of the Regional Programme Review Board, identifying key dependencies risks and opportunities as appropriate.
- Coordinating with input from stakeholders, the delivery of Project Management Training, and associated follow up, to support the continued understanding of Project Management best practice, and to drive continual improvement in project management practice.
- Driving continual improvement in Programme and Project Management, capability and practice within the Combined Authority and our partner UAs with the overarching objective of increasing the Combined Authorities P3M3 maturity score
- Supporting the application of standard Project Management good practice across all Combined Authority-delivered and funded projects and development of new efficient project management processes.

- Presenting complex programme management principles clearly and concisely, in plain English, to a range of stakeholders.
- Coordinating the effective democratic process and investment decision making within the West of England through providing an objective project delivery perspective.
- Providing strong engagement with key internal and external stakeholders to ensure successful project and programme delivery.
- Supporting and deputising for the Head of Service, PMO as necessary.
- Ensure timely, regular and effective reporting throughout the Combined Authority decision pathway underpinning the successful delivery of projects and programmes within the portfolio.
- Maintain robust early warning and change event data, including trend analysis. Ensure output information aids performance improvement.
- Ensure lessons from projects and programmes are captured, collated, analysed and shared across the Directorate, to support future delivery.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in relevant academic subject with significant technical knowledge or have the relevant practical experience to demonstrate a commensurate level of technical knowledge
- In depth knowledge Project and Programme Management best practice
- Excellent knowledge of practical and effective risk and change management
- Practical knowledge and experience of database management to facilitate effective project and programme level data management and reporting
- Knowledge of the requirements of Corporate Health and Safety, and particularly in relation to the development and delivery of infrastructure projects and public transport operations
- Knowledge of the requirements of the corporate environmental policies, in relation to the development and delivery of infrastructure projects and transport operational activities
- Project Management accreditation such as APMP and / or PRINCE2

Experience

- Extensive Programme and Project Management experience in the delivery of significant infrastructure development and delivery projects
- PMO / Programme experience across a range of significant projects, including managing programmes and project management processes including risk and change management

- Presenting complex information to a range of key stakeholders to secure buy-in and engagement

Skills and Competencies

- Leadership Skills and can operate with minimal direction
- Excellent Programme and Management skills, including cost control and contract negotiation and management
- Excellent communicator and particularly in a mentoring role
- Ability to work in a collaborative way while simultaneously setting direction
- Ability to hold oneself and others to account for delivery
- Understanding of working in a political environment

DESIRABLE

Qualifications and Knowledge

- Knowledge of UK Civil Engineering Practice design and construction
- Knowledge of UK and EU Public Procurement Requirements

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

