

JOB DESCRIPTION

JOB TITLE:	Senior Commercial Governance & Assurance Manager
MANAGED BY:	Head of Commercial
GRADE:	13

ROLE OVERVIEW

Approx. size of team:	1x direct report (Commercial Governance & Reporting Officer)
Key accountabilities:	<ul style="list-style-type: none"> • Lead and embed commercial governance and assurance frameworks: Ensuring all procurement and contract activity complies with statutory requirements, Contract Standing Orders, and internal approval processes. • Provide strategic reporting and commercial insight: Oversee the collection, analysis, and presentation of commercial and procurement data to support effective decision-making by CLT, Commercial Board, and Committees. • Drive continuous improvement and transparency: Champion consistent processes, data integrity, and audit readiness across the commercial lifecycle, acting as the key interface between procurement, contract management, and corporate governance.
Key relationships:	<ul style="list-style-type: none"> • Internal: Head of Commercial, Senior Procurement Manager, Senior Contract Manager, Finance, Legal & Governance, senior budget holders, Monitoring Officer, Corporate Leadership Team (CLT). • External: Internal and external auditors, Cabinet Office, constituent authorities, suppliers (for data and reporting compliance), external assurance bodies (as required).

THE ROLE

This is a key role within the Finance, Investment & Commercial Directorate, responsible for leading and assuring the governance, reporting, and compliance framework underpinning all commercial activity across the Mayoral Combined Authority.

The postholder will act as the commercial assurance lead, ensuring the organisation's procurement and contract management activities are delivered in accordance with the Procurement Act 2023, internal Contract Standing Orders, and delegated authority thresholds.

Working closely with colleagues across procurement, finance, and legal, the role will ensure that all commercial decisions are transparent, data-driven, and compliant – providing the Combined Authority with clear oversight of spend, risk, and performance.

This position also manages the Governance and Reporting Officer, overseeing the production of Commercial Board papers, dashboards, and management information to support leadership assurance and audit readiness.

KEY RESPONSIBILITIES

- Lead the design, implementation, and continuous improvement of the Commercial Governance Framework, ensuring compliance with legislation, Standing Orders, and internal approvals.
- Oversee the Commercial Board secretariat and associated reporting cycles, ensuring that submissions are accurate, complete, and meet required assurance standards.
- Manage the development and delivery of Commercial KPIs, dashboards, and performance reports for CLT and Committees, ensuring data quality, timeliness, and impact.
- Work with Finance, Legal, and Procurement teams to ensure end-to-end visibility of third-party spend, including accurate tracking of approvals, risks, and performance outcomes.
- Provide advice and guidance on compliance with procurement legislation and policy (including Cabinet Office Procurement Policy Notes) to colleagues across the Authority.
- Maintain oversight of documentation and audit trails for all commercial decisions, ensuring the Authority can evidence value for money and regulatory compliance.
- Manage and mentor the Governance and Reporting Officer, setting clear objectives and supporting their development to deliver high-quality data and reporting outputs.
- Review and recommend updates to the Contract Standing Orders, Procurement Policy, and Commercial templates in collaboration with the Monitoring Officer.
- Support the Head of Commercial in the preparation of assurance papers, annual reports, and internal/external audit reviews.
- Champion best practice, learning, and continuous improvement in commercial governance, fostering a culture of accountability and transparency across the organisation.

PERSON SPECIFICATION

ESSENTIAL

Qualifications and Knowledge

- Educated to degree level or equivalent relevant experience.
- In-depth understanding of public procurement legislation, governance frameworks, and assurance processes within a regulated environment.
- Strong working knowledge of Contract Standing Orders, audit principles, and corporate decision-making processes.
- Familiarity with the Procurement Act 2023 and Cabinet Office Procurement Policy Notes (PPNs).
- Understanding of data management, reporting, and performance monitoring tools and systems (e.g., Atamis, Agresso, or similar).

Experience

- Significant experience in commercial governance, assurance, or compliance within the public sector.
- Proven experience preparing and presenting commercial data and assurance reports to senior boards or committees.
- Experience in developing and embedding governance or assurance frameworks across complex stakeholder environments.
- Track record of working collaboratively across multiple teams (Finance, Legal, Procurement, PMO) to achieve consistent standards and compliance.
- Experience of line managing or coaching team members to deliver against defined governance and reporting objectives.
- Experience supporting policy development and ensuring alignment with legislative or regulatory change.

Skills and Competencies

- Excellent analytical and problem-solving skills, with strong attention to detail.
- Highly organised and capable of managing competing priorities in a fast-paced environment.
- Strong interpersonal and influencing skills with the ability to build trust and credibility across senior stakeholders.
- Clear and confident communicator, both written and verbal.
- Demonstrates integrity, political awareness, and a commitment to public sector values.
- Skilled in using data to inform decision-making and identify areas for process improvement.

DESIRABLE

Qualifications and Knowledge

- MCIPS qualification or working towards Chartered status.
- Understanding of public audit requirements and internal assurance frameworks.
- Knowledge of social value legislation and how it aligns with procurement and governance.

Experience

- Experience in a Combined Authority, Local Authority, or Government Department setting.
- Experience using data visualisation tools (e.g., Power BI, Tableau) to present commercial performance metrics.

- Experience contributing to policy reviews, governance updates, or audit action plans.

Skills and Competencies

- Ability to translate complex commercial data into clear insight for non-specialist audiences.
- Demonstrated ability to lead improvement projects to strengthen governance and compliance culture.