

JOB DESCRIPTION

JOB TITLE:	Governance and Delivery Assurance Manager
MANAGED BY:	Head of Grant Management and Assurance
GRADE:	11

BACKGROUND

The West of England Combined Authority is seeking to appoint a Governance and Delivery Assurance Manager to join the Grant Management and Assurance team.

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

Reporting into the Head of Grant Management and Assurance, the Governance and Delivery Assurance Manager will specialise in governance, risk management and assurance.

They will:

- Lead the Senior Funding Officers to oversee the successful delivery of grant funding programmes such as the Investment Fund.
- Lead on Corporate risk management policy development and implementation, including the identification of significant risks to the achievement of the organisation's strategic and operational objectives and overseeing the development of robust action plans to ensure that the risks are mitigated.
- Take an active and strategic role, working with the Head of Grant Management and Assurance, in providing assurance related to the delivery of the Combined

Authorities investment programme including ensuring compliance with funding requirements, that projects are robust in terms of the timely delivery of expected outputs, ensuring value for money using relevant metrics and the verification of outputs and outcomes delivered.

KEY RESPONSIBILITIES

- Support the Head of Grant Management and Assurance in a range of strategic tasks including the oversight of the portfolio of projects within the Investment Fund programme, regular reporting to Corporate Leadership Team and Committee with recommendations on new investment decisions, and contributing to the development and implementation of policies, principles, criteria and guidance for the Combined Authority and local authorities.
- Oversee Corporate risk management including providing regular reports on the Corporate and Departmental risk registers to the Combined Authority Governance Board, Corporate Leadership Team and the Audit Committee.
- To provide Corporate delivery and quality assurance across the Combined Authority project portfolio through the oversight and monitoring of scheme progress, spend and the achievement of expected outputs/outcomes, and seeking appropriate mitigation or corrective action and capturing learning
- With the Head of Grant Management and Assurance to lead on the assessment of business cases/applications to ensure the strategic, economic, financial, commercial and management aspects of these proposals are robust and support the investment decision.
- To represent Grant Management and Assurance at strategic-level project working groups, as required, to take forward key projects and activities within the Grant Management and Assurance service and across the organisation.
- Ensuring the West of England Local Growth Assurance Framework is up to date and reflects current practice, is compliant with Government guidance and the governance, processes and procedures of the Combined Authority and Councils fall within its scope.
- Ensure the requirements of funders are met including those for spend and claims, reporting, monitoring and evaluation and that expected outputs are delivered.
- To establish and maintain strong proactive internal and external stakeholder relationships working with managers and colleagues across the Combined Authority, the Councils and other funding beneficiaries.
- To lead on the assurance and verification of the delivery of expected outputs and wider outcomes across the organisation's grant funding portfolio including undertaking or commissioning reviews, visits and inspections.

- Day to day line management of Senior Funding Officers including administration and management of performance, PDRs and objective setting.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level with a strong analytical component or with equivalent experience.
- Knowledge of assurance and risk management processes and their application in the public sector.
- Broad knowledge of project and programme management tools and processes.

Experience

- Substantial experience of working at a senior level within a grant management, project and programme assurance, or risk management function.
- Significant experience in taking responsibility for overseeing successful programme delivery.
- Experience of funding arrangements and processes in a Local or Combined Authority context.
- Proven experience of delivering advice on assurance across wide ranging types and scales of interventions including large capital projects.
- Experience of effectively building partnerships and working co-operatively with a broad range of internal and external stakeholders and groups.
- Proven staff leadership and management experience.

Skills and Competencies

- Expert knowledge of assurance and risk management procedures and methodologies, and the ability to interpret and implement these proportionately.
- Proven ability in planning and working at a strategic level.
- Demonstrable ability to design and implement systems and procedures including appropriate controls, stage gates and review points.
- Flexible communication style and understanding when influencing and negotiation is required and when a more direct approach is necessary.
- Strong interpersonal skills and the ability to effectively communicate at the highest levels within organisations.
- Ability to interpret and apply complex regulations, legislation and guidance.
- Proven ability in leading project stage gate and other assurance reviews.
- Excellent communication skills, particularly in the presentation of complex information in the format appropriate to a wide range of circumstances and audiences.

DESIRABLE

- Chartered member of a relevant professional institution.
- Professional qualification in project or programme management such as PRINCE 2 or Managing Successful Programmes).

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 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 £14.21 - 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.