

JOB DESCRIPTION

JOB TITLE:	Assurance Manager (Corporate PMO)
MANAGED BY:	Head of Corporate PMO
GRADE:	Grade 12

ROLE OVERVIEW**Key Accountabilities:**

- Leads and owns the portfolio-wide assurance function, ensuring delivery confidence across all projects and programmes
- Establishes and maintains gateway review, health check and assurance processes across the PMO
- Provides independent challenge and oversight, ensuring projects are viable, well-governed and aligned to WECA priorities
- Oversees assurance activity across the PMO, ensuring consistency, quality and robustness of assessment
- Maintains a clear view of delivery confidence, risks and systemic issues across the portfolio
- Acts as an escalation point for assurance findings and delivery concerns, supporting leadership decision-making reporting to the Head of Corporate PMO

Key Relationships

- Head of Corporate PMO
- Portfolio Leads (Risk, Assurance, Outcomes & Benefits)
- Portfolio Coordinator (Gateways Reviews and Secretariat)
- Project Sponsors, SROs and Project Managers
- Finance, Governance, and Strategy teams

THE ROLE

Reporting directly to the Head of Corporate PMO, the Assurance Manager is responsible for leading the assurance function across the portfolio, ensuring that all projects and programmes are subject to consistent, proportionate and effective oversight. The role provides senior authority on project assurance, embedding clear standards while applying structured challenge and escalation where required. In doing so, the Assurance

Manager ensures that leadership has a clear, evidence-based view of delivery confidence, enabling timely and informed decision-making across the organisation.

They will:

- Implement and continuously improve the PMO assurance process, including gateway reviews and project health checks
- Lead assurance activity at key decision points, ensuring projects are viable, affordable and deliverable
- Provide clear assurance outcomes, recommendations and escalation, supporting governance and decision-making
- Oversee and quality check all assurance activity delivered across the PMO, including oversight of the management of Risk, Outcomes, and Communication across the Corporate PMO
- Maintain a portfolio-level view of delivery confidence, identifying trends, risks and systemic issues
- Act as the senior escalation point for delivery concerns, working with stakeholders to address issues proactively
- Drive continuous improvement, embedding learning and strengthening delivery across the portfolio
- Adapt and respond quickly to challenges and changes to support delivery across the portfolio

Key Attributes

Assurance Leader

Owns and leads the assurance function across the portfolio, setting clear direction, standards and expectations for oversight activity.

Delivery Confidence Driver

Maintains a clear view of delivery confidence across the portfolio, identifying issues early and enabling proactive intervention.

Strategic Overseer

Maintains a cross-portfolio perspective, identifying patterns, systemic risks and opportunities to improve delivery performance.

KEY RESPONSIBILITIES

- Lead and deliver gateway reviews and project health checks, ensuring all projects are subject to consistent and proportionate assurance
- Oversee and direct the coordination of gateway reviews and governance processes, managing the portfolio leads and coordinator to ensure assurance activity is well-structured, timely and aligned to PMO standards

- Line-manage Portfolio leads for Risk, Comms and Information, Outcomes and Benefits, and the Portfolio Coordinator
- Provide oversight of portfolio-level risk management, ensuring risks are clearly identified, escalated and considered within assurance activity and decision-making
- Ensure that assurance activity tests whether projects are aligned to intended outcomes and delivering value for money, with clear links to strategy and impact
- Ensure assurance outputs, reporting and findings are clearly communicated, consistent and accessible to support leadership decision-making
- Maintain a portfolio-wide view of delivery confidence, identifying risks, trends and systemic issues across projects and programme
- Ensure consistent and proportionate application of PMO governance, controls and lifecycle standards across all projects
- Drive continuous improvement in assurance practices, embedding learning and strengthening delivery across the portfolio

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Knowledge of and experience working with a Corporate PMO and assurance frameworks
- Recognised Project / Programme / Portfolio Management related qualification(s) (P30, MSP, PRINCE2, APM etc.)

Experience

- Minimum 5 years' experience operating in a senior PMO, assurance or governance role.
- Experience leading or delivering project assurance.
- Experience working with senior stakeholders and governance boards.
- Experience overseeing delivery across multiple projects or programmes.
- Experience of leading, managing and developing teams, including setting clear objectives, supporting performance, fostering engagement, and creating a positive and inclusive working environment.

Skills and Competencies

- Strong influencing and stakeholder management skills, with the ability to build credibility, gain buy-in, and persuade colleagues at all levels through effective communication, evidence-based reasoning, and collaborative working.

- Experience using a range of PMO software including Microsoft Project, Visio, Project Online, Power BI.
- Excellent communication skills (written and oral) with the ability to clearly and concisely explain technical, sensitive and complex information.
- Excellent people management, organisational, and time-management skills.
- Strong relationship-building skills, capable of establishing trust and credibility with colleagues, senior leaders, elected members, trade unions, and external stakeholders while maintaining appropriate professional boundaries.
- Demonstrate the ability to work accurately under pressure with frequent changes of priority.
- Have demonstrated the ability to work with initiative, and to oversee and plan work for the team to meet conflicting and changing priorities.
- Strong attention to detail and consistency.
- Ability to operate confidently in a highly visible, senior role.
- Strong analytical skills and the ability to synthesize complex information into clear insights.

DESIRABLE

- Experience working in local authority / combined authority / public sector environment.
- Understanding of the Nolan Principles of Public life.