

ROLE DESCRIPTION

Job Title	Assurance Manager
Salary Band	SCP 37-40
Reporting to	Lead Officer Portfolio Management Officer
Directorate	Resources
Service Area and sub area	Digital & Transformation Delivery & Assurance Unit
Team	Portfolio Management Office
Political Restriction	None

1. Primary Purpose of the Post

To lead assurance activities across a diverse portfolio of projects ensuring robust governance, contractual compliance, reporting standards, and Government Returns. The role provides strategic insights to support decision-making, manages risks and issues, and contributes to the development and continuous improvement of PMO practices and tools, while building strong stakeholder relationships.

2. Your responsibilities

Portfolio & Stakeholder Management

- Act as the lead contact for a diverse portfolio of projects providing advice, guidance, assurance and oversight.
- Develop and sustain strong stakeholder relationships with project sponsors, managers and internal colleagues.
- Facilitate resolution of portfolio-level challenges and broker solutions.
- Represent the PMO and the LCRCA at working groups, organisational forums and external facing meetings and events.
- Work closely with enabling services (Legal, Finance and Audit) and delivery departments (Investment & Transport and Housing) to ensure alignment.

Compliance, Change Control & Governance

- As Single Point of Contact lead the change management process and escalate significant changes as appropriate including supporting the project sponsor to clearly articulate the change and its impact.
- Ensure and monitor adherence to Grant Funding Agreements and alignment with strategic objectives
- Plan and undertake assurance activity including project verification/site visits.
- Advise and guide project sponsors on contractual funding agreements, reporting and compliance.

Reporting

- Ensure robust and accurate reporting across a complex assigned portfolio of projects and programmes.
- Develop and deliver internal and external strategic reports that provide assurance and visibility.



- Collaborate on the submission of all Government Returns to funding bodies in a timely and accurate manner.
- Monitor progress and benefits, providing information to inform senior & executive stakeholder reports and decision-making.

Risk & Issue Management

- Lead proactive risk and issue management across the assigned portfolio of projects and programmes.
- Act as the escalation point for risk-related matters within the portfolio
- Analyse trends and provide insights to stakeholders on project and programme risk and performance.
- Recommend and implement mitigation actions and escalate accordingly.

Team Culture & Performance

- Provide PMO & assurance across the LCRCA
- Contribute to KPI development and ensure delivery against targets.
- Promote a culture of continuous improvement and high performance.
- Actively and regularly collaborate with other team members to ensure PMO best practice and highlight issues, risks and dependencies.

PMO Development & Data Quality

- Develop and implement PMO tools and templates.
- Ensure stakeholder compliance with updated tools and procedures.
- Lead on data quality assurance and collaborate with the Data Systems and Monitoring Officer.
- Oversee archive management to ensure compliance with data storage protocols.
- Promote consistent application of PMO processes and standards across the organisation

3. General Corporate Responsibilities

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focused Providing oversight and coordination across teams and activities to ensure robust performance management processes, collaborative working, effective reporting against targets, and delivery to agreed deadlines.
- Regular dialogue and positive business relationship building with internal and external colleagues
- 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.



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

- 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



PERSON SPECIFICATION

Job Title: Assurance Manager

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	Application & Interview



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.	E	Application & Interview
Ability to establish professional credibility quickly with colleagues and to interact and influence effectively with staff at all levels across the organisation.	E	Application & Interview
Ability to work in a political environment and see the big picture.	D	Interview

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

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
A commitment to the LCR and an understanding of its stakeholders	E	Interview
An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion	E	Interview

Key to Assessment Methods:

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