

Job Title	Assurance Officer
Team	Policy & Assurance
Reporting To	Senior Programme Manager

## About your role

The postholder will be responsible for the appraisal of investment programmes, providing assurance to the SCR MCA that proposed programmes, work packages or schemes maximise and realise the benefits and outcomes the organisation is seeking to achieve. You will lead the development of appraisal processes and ensure consistency across all funding streams and programmes and compliance with the SCR MCA Assurance and Accountability Framework. You will ensure that all programmes and projects are developed to the highest possible standards and that accurate and meaningful appraisal reports and reviews are available to the SCR MCA to aid robust decision making.

### Why is your role important or how does it add value?

- You will ensure that the MCA Assurance Framework governs the assurance process and that all work packages and schemes are fully and suitably appraised and assured
- You will initially be primarily responsible for managing the assurance of our Transforming Cities Fund programme.

### What are the tasks or work areas you are responsible for?

- Lead on assurance and appraisal, co-ordinating resources to ensure programmes are appraised and reported on time and within budget
- Ensure that all programmes and projects are effectively planned and appraised within a formal programme and project management framework. Particularly ensuring programmes are scrutinised to green book standards.
- Provide professional advice and guidance in relation to the programme, with consideration for the complex requirements of appraisal management issues, including modelling benefits and assessment ensuring that key milestones and information are communicated to internal and external stakeholders
- Be responsible for scrutinising and assessing risks associated with scheme delivery, ensuring appropriate legal advice is secured and recommendations on risk mitigation (claw back clauses) are considered and recommendations made to the SCR CA and relevant Executive Boards.
- Undertake complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement
- Identify, evaluate and implement processes, technology and systems to enhance appraisal delivery
- Prepare and deliver reports and presentations

<ul style="list-style-type: none"> <li>• Be responsible for commissioning experts to lead specialist aspects of appraisal e.g. specialist transport modelling, including co-ordination of project teams not managed by the jobholder</li> </ul>
<ul style="list-style-type: none"> <li>• Be responsible for the monitoring and management of budgets for specialist services</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the implementation of new Strategic Economic Plan and devolution opportunities, polices and plans through supporting intelligence and data relating to the impact that different investments have on the SCR economy.</li> </ul>
<ul style="list-style-type: none"> <li>• Proactively liaise, negotiate, influence, challenge and collaborate with internal and external stakeholders including managers, scheme promoters and partnership agencies and particularly the MCA Executive Boards to ensure the effective delivery of programmes and projects</li> </ul>
<ul style="list-style-type: none"> <li>• Keep abreast of wider developments to satisfy internal and external demands, including the updating and review of the SCR Assurance and Accountability Framework</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake any other duties commensurate with the role as requested by management</li> </ul>

## About you

What kind of <b>behaviours</b> are important?	
Ambition	Sets challenging, ambitious goals, KPI's and objectives for all their team based on critical areas of performance
	Visibly demonstrates a can-do approach to their role, challenges they face and changes - upbeat and optimistic
Innovative	Demonstrates good judgement, capable of making decisions with limited information quickly to ensure initiatives are implemented
	Thinks strategically when developing solutions and ideas, thinks for the long term to ensure solutions are sustainable
Integrity	Consistently focused to achieve outcomes when faced with conflicting priorities
	Able to successfully manage multiple project streams simultaneously
Collaborative	Demonstrates a mature, inclusive leadership style that encourages debate, discussion and involvement
	Actively listens to the ideas, thoughts and opinions of colleagues, doesn't leap to conclusions or dismiss the contributions of others
Flexible	Empowers the team to deliver initiatives, delegates the authority to act to appropriate team members
	Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way
Impact	Responds swiftly and positively to changes in the agreed objectives or plans, flexible to adapting the plan
	Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes

What <b>qualifications</b> or wider knowledge do you need?	A/I	E/D
A degree qualification or equivalent in relevant area	A	E
Recognised Project Management Qualification	A	E
Knowledge of local and national economic development strategies, and economic appraisal and modelling techniques	I	E
Extensive knowledge of HMT Green Book Assessment, DfT TAG and the 5 Case Business Case model	I	E
Extensive knowledge of all aspects of programme / project management including project planning, risk management, governance, value for money and benefits realisation	A/I	E
Knowledge of partnership working practices and principles	I	E
Working knowledge of Microsoft applications.	A/I	E

What previous <b>experience</b> is needed?		
Substantial experience in scheme appraisal, economic modelling or project approval processes in a complex policy environment with a demonstrable track record of success	A/I	E
Experience of assessment of a range of data and information related to challenging, large scale, multi-dimensional projects or services leading to a high level of quality assessment and appraisal, continuous improvements and value for money	I	E
Experience of defining and delivering specific measurable results to affect economic change, ensuring approaches provide a strong rationale for change	I	E
Experience of providing specialist programme / project management advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis including working with local and national politicians and officers and business leaders.	A/I	E
Experience of scheme assurance and appraisal in relation to outputs and outcomes of programmes and projects to meet corporate objectives	A/I	E
Experience of leading, driving and performance managing employees and teams	I	E
Experience of policy and procedure formulation and implementation	A/I	E
Experience of budget management	I	E
What <b>skills</b> should you have?		
Tenacity and focus under complex conditions with strong negotiating skills and able to act assertively especially with senior people to challenge poor programme or scheme development at any level.	I	E
Excellent data and information management skills, to assess scheme benefits and costs.	I	E
Strong analytical skills applied to carrying out research, developing evidence-based strategies, policies and procedures and reporting skills to inform key and senior decision making	A/I	E

Able to lead and manage change and resolve conflicting programme / project and management priorities and make sound strategic recommendations and to achieve positive outcomes, including influencing and managing others not in direct line management.	I	E
Excellent financial skills, budget monitoring, commercial awareness and ability to understand and build business cases including options appraisal	I	E
Excellent interpersonal skills, including the ability to influence decision makers and resolve conflicts	I	E
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision	I	E
Skilled in picking up new areas of work and rapidly make a valued contribution, including the ability to establish credibility	I	E

<b>Additional Requirements</b>		
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Executive Team	I	E
Willing to undertake training and continuous professional development in connection with the post.	I	E
Work in accordance with the values and behaviours of the SCR Mayoral Combined Authority.	I	E
Able to undertake any travel in connection with the post	I	E