HQ Job Description (JD)

Band 9

Group Family: Generic - Projects and Programmes

Job Description: Assurance Manager

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HQ Job Description

Job Title	Assurance Manager
Group Family	Projects and Programmes
Band	9

Overview of the job	The Assurance Manager is responsible for providing an assurance function to support HMPPS programmes/ projects within a portfolio. The Assurance Manager will provide professional expertise in assuring projects or programmes with a number of different streams, levels of risk and complexity.
Summary	The job holder is responsible for ensuring the programme/project as a whole or any of its aspects are on track. The jobholder will be accountable for maintaining effective assurance and change portfolio management within project/programme. This will be demonstrated by providing specialist advice and guidance, overseeing the management and assurance of business change initiatives and their timely delivery; and recommending resolutions and mitigations when timely delivery is at risk. The jobholder will be accountable for all projects/programmes and support to other programmes and projects within portfolio; ensuring such support is in line with HMPPS standards.
Responsibilities, Activities & Duties	The job holder will be required to carry out the following responsibilities, activities and duties: - Accountable for supporting the Senior Responsible Owner (SRO) in ensuring the overall integrity and achievability of the programme's objectives within set tolerances for cost, timelines, and quality - Acting as central contact point for audit and other review activities. Responsible for monitoring review activities to ensure usefulness and timely delivery - Responsible for ensuring that the programme deliverables are fit for purpose, meet quality expectations and that appropriate standards are applied - Responsible for ensuring that the status of deliverables and documentation is consistent - Responsible for the development and ownership of the Integrated Assurance and Approval Plan (IAAP) and the Risk Potential Assessment (RPA) - Setting up a programme to succeed, including all programme initiation activities, tools and documentation - Accountable for programme assurance, ensuring the programme is implemented to such a standard that benefits can be realised as planned. - Facilitating planning, risk and dependency workshops and supporting follow up activity - Providing a central repository of programme/project files and a configuration librarian/change control function for the programme/project deliverables in line and attuned with various programme PMO functions - Facilitating independent lesson learned workshops, publicising lessons learned and disseminating "centre of excellence" advice where appropriate. The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.

Behaviours	• Making Effective Decisions • Working Together • Managing a Quality Service • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these • Sufficient seniority and credibility to advise project/programme teams on their projects/programmes • Experience of governance and quality assurance • Effective leadership, interpersonal and communication skills • Good knowledge of a range of assurance techniques e.g. Gateway
Technical requirements	• Recognised project management qualifications or equivalent experience e.g. PRINCE2, Association for Project Management (APM), Managing Successful Programmes (MSP) • Knowledge of the standards and processes applied to obtain assurance and approvals for programmes and projects in government and MoJ in particular • Knowledge and familiarity with programme/project management techniques/ tools and approaches
Ability	

Minimum Eligibility	*Please do not alter this box* • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.

Hours of Work (Unsocial Hours) Allowances	*Leave Blank* **To be used by the JES Team only**

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these	Technical
Making Effective Decisions			Sufficient seniority and credibility to advise project/programme teams on their projects/programmes	Recognised project management qualifications or equivalent experience e.g. PRINCE2, Association for Project Management (APM), Managing Successful Programmes (MSP)
Working Together			Experience of governance and quality assurance	Knowledge of the standards and processes applied to obtain assurance and approvals for programmes and projects in government and MoJ in particular
Changing and Improving			Effective leadership, interpersonal and communication skills	Knowledge and familiarity with programme/project management techniques/ tools and approaches
Delivering at Pace			Good knowledge of a range of assurance techniques e.g. Gateway	