



THE ROYAL BRITISH LEGION

JOB DESCRIPTION

Job Title: Project Assurance Manager

Reporting to: Head of IM&T Projects

Responsible for: Project Planner

Role Purpose: To own the IM&T Project governance and reporting model.

To be responsible for facilitating and supporting the core governance processes around the IM&T Project Programme function, supporting the on-boarding of new work, prioritisation, work scheduling, resource planning, benefit tracking, executive reporting and financial management.

Key Responsibilities:

1. To ensure that all the projects and programmes that comprise the IM&T portfolio comply with applicable RBL governance and that project planning and the reporting of progress against plans reflects recognised best practice
2. To report on project delivery to IM&T Leadership and to Executive Board members, providing commentary, explanation and context
3. Ensure Project Managers follow the designated methodology and best practice when proceeding with new pieces of work
4. To provide ad-hoc quality assurance and health-checks to ensure work is undertaken to a sufficiently high standard in accordance with guidelines and undertake various levels of reporting to ensure the Project Programme demonstrates whether they are achieving their stated objectives
5. To meet on a regular basis with all Project Managers to measure scope, cost, quality and time against project delivery plan
6. To work with Corporate PMO to ensure consistent application of RBL policies and standards
7. Produce comprehensive Project and Programme highlight reports, detailing status for each project, and providing details on projects that have been approved but are awaiting resource and funding allocations
8. Identify key risk and issues, impacting the overall projects programme, recommend corrective action, and track/report on status

9. Identify and track interdependencies between key pieces of work to ensure they do not adversely impact the overall delivery of IM&T deliverables & objectives
10. Implement relevant reporting systems and tools to support the delivery of work within the IM&T Projects Programme
11. To assist in the management of the project programme budget throughout the financial year and populating it with actual data and updated forecasts to support management decision making
12. To act as Secretariat for the IM&T Steering Group which reviews governance, progress and alignment to project delivery reporting and required business outcomes
13. To develop strong and credible working relationships with IM&T Senior Management Team, Project Managers and other key stakeholders where applicable
14. To assist in the recruitment, selection and induction process
15. To develop & coach employees via the Personal Development Review (PDR) Framework to effectively fulfil their role and to contribute to the Legion's organisational aims and strategies
16. To take responsibility to remain abreast of key changes in IT Technology and project management and governance, ensuring skills and knowledge remain current
17. Network externally to the organisation to remain up to date with best practice knowledgeable in the ways that other similar organisations operate
18. Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager

This job description reflects the current requirements of the role. As duties and responsibilities change and develop, this will be reviewed and will be subject to amendment in consultation with the post-holder.

GENERAL

- To work in accordance with The Royal British Legion's shared values of **Service; Collaboration; Passion; Excellence; Valuing our people** which underpins the fundamental beliefs and qualities of who we are and what we do.
- To implement the Equal Opportunities Policy into your daily activities.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with General Data Protection Regulations (EU – 2016/679) and to ensure all new systems are reported to the Data Protection Officer.
- It is axiomatic that due to the nature of the role, the post holder will have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised members of staff.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
QUALIFICATIONS		
Educated to Qualifications and Credit Framework (QCF) Level 5 – Bachelor Degree, Foundation Degree, HND or HNC, or has relevant professional qualification.	E	Application/Certificate
Prince2 Practitioner, or equivalently qualification in similar project and programme management methodologies.	E	Application/Certificate
KNOWLEDGE & EXPERIENCE		
Experience of operating a project programme office e.g. setting up and maintaining document management filing system, work scheduling, resource planning	E	Application/Interview
Highly analytical and able to understand and use data to identify areas for improvement and make judgements about performance.	E	Application/Interview
Demonstrable relationship and stakeholder management skills, with the ability to build successful relationships with senior customers, senior management, business and technical teams to provide proactive assurance whilst supporting delivery agility.	E	Application/Interview
Good financial skills in terms of managing a budget and working closely with the Finance Dept. to report on Project spend.	E	Application/Interview
Excellent knowledge of project lifecycle	E	Application/Interview
Proven ability to develop and maintain effective working relationships with members of the project programme team, Senior Managers and 3 rd party service providers.	E	Application/Interview
Clear knowledge of techniques for planning, monitoring, data analysis, reporting etc., including risk management.	E	Application/Interview
Experience with providing project/portfolio reporting	E	Application/Interview
Experience of project and programme management approaches, e.g. Prince2, AGILE.	E	Application/Interview
Supervisory & People management experience	E	Application/Interview

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
COMPETENCIES		
Effective communications – Level 2		Interview
Relationship building – Level 2		Interview
Planning and organising – Level 2		Interview
Commercial awareness – Level 2		Interview
Ability to influence – Level 1		Interview
SKILLS & ATTRIBUTES		
High level of IT literacy including the Microsoft Office suite	E	Application/Interview
Effective interpersonal skills at all levels of contact and in a wide variety of situations demonstrating the ability to listen and influence and to relate to customers in their own language	E	Application/Interview
Effective communication skills – ability to present information clearly, concisely, accurately and in ways that promote understanding.	E	Application/Interview
Strong planning and organisational skills - able to prioritise workload effectively	E	Application/Interview
Strong team player - able to work effectively with diverse client groups	E	Application/Interview
Confident networker, able to build and develop relationships with a wide range of key internal and external stakeholders	E	Application/Interview
Empathy with mission and values of the Legion	D	Interview