

Role Profile

Role Title	Director of Governance, Assurance and Programme Management
Directorate	Finance, Commercial and Corporate Services
Reports to	Deputy Chief Executive and to the CEO for Programme Assurance
Role purpose	
<ul style="list-style-type: none"> Responsible for managing all LLDC Board and committees, and their business agendas, to ensure efficient and accountable decision making and standards of conduct supporting delivery of the Corporation objectives, Responsible for the Corporations Governance Framework and ensuring LLDC operates within its delegation and legal powers and delivers on its and the GLAs transparency agenda. Responsible for assuring LLDC programmes and activities, including liaising with Commercial Director on commercial assurance and Finance Director on cost assurance. To lead the operations of LLDC's Programme Management Office (PMO) to ensure it meets the needs of the Board, senior management and stakeholders by providing robust approval, reporting, project and programme management and risk management. 	
Key accountabilities	
<p><u>Governance, Transparency and Secretariat</u></p> <ul style="list-style-type: none"> Develop and deliver the Corporation's corporate governance framework in line with the GLA Group Governance Framework. Ensure LLDC operates within delegations and legal powers, this encompasses local authority "Monitoring Officer" responsibilities. This role includes ensuring decisions are taken in line with delegations and Mayoral directions and legal powers, which includes those relating to State Aid and conflicts, maintaining the corporate governance framework and Standards-related issues Maintain, review and update key governance documents to ensure efficient and accountable decision making. Lead the provision of governance and secretariat services for all the LLDC Board and Committees (including CED Board, CED Programme and E20 Board but excluding Planning) including commissioning, drafting and reviewing papers; prompt issuing of agendas and papers to comply with legal requirements; meeting arrangements; providing Chair briefings and procedural advice; ensuring accurate and timely production of minutes; and developing systems for tracking decisions. Lead the forward planning of business agendas and decisions going to LLDC Board and Committees and managing the business agendas for E20 (post Newham retirement), and the senior governance bodies for the Culture and Education District (the CED Board and CED Programme Board). Lead the forward planning of business and act as secretariat for the Executive Management Team. 	

- Lead the declarations of interest process for Board members and the gifts and hospitality process for Board members and staff, ensuring these are published in line with the Corporation's transparency agenda. Work closely with HR and Legal to review and update on staff conflicts of interest procedures.
- Manage and monitor the GLA secretariat service provision for example the working arrangements and internal customer feedback.
- Lead on the delivery of the Corporation's transparency procedures in line with the Local Government Transparency Code.
- Deliver on LLDC's Freedom of Information and Environmental Information Regulations obligations.

Lead on paper records management including archive and retention in line with best practice.

Assurance

- Overarching responsibility for assuring LLDC's programmes and activities, ensuring a holistic approach, liaising with the Commercial Director on commercial assurance and the Finance Director on cost assurance.
- Create a high performing and collaborative programme assurance delivery function by demonstrating a drive for continuous improvement, showing commitment to achieving results and improving departmental effectiveness.
- Lead on the delivery of the deep dive programme of corporate programme assurance as required by the CEO and Deputy CEO including challenging and supporting Directors and project teams to give assurance that projects are developed, delivered and reported on in a consistent and compliant fashion. Ensure that this is aligned with the Corporation's new Commercial Strategy.
- Ensure a robust approach to risk management; analysing interfaces and critical dependencies between projects and recommending appropriate actions.
- Lead on the delivery and continuous improvement of the integrated assurance strategy for the new Culture and Education District programme ensuring it meets the needs of the Corporation, funders and partners.
- Management of the independent assurance provider contract.
- Responsibility for reporting to Board and Executives on progress against LLDC objectives, risks and issues, ensuring efficient and appropriate systems are in place to facilitate this.
- Support the Deputy CEO in the commercial transition of E20 LLP.
- Oversee and monitor the annual internal audit plan and ensure changes are implemented and embedded in practice across the organisation.

Stakeholder and Relationship Management

- To ensure responsive and genuine engagement with internal and external stakeholders and partners.
- Head up ad hoc projects as requested by the Deputy CEO or CEO.

Programme Management

- Lead the operation of the Programme Management Office (PMO) to ensure it meets the needs of LLDC senior management and stakeholders through effective, accurate and timely performance reporting of activities, milestones, risks and issues.

- Lead the development and communciation of effective project governance systems including project approval and control systems delivered by the PMO team, ensuring compliance and strengthening these where required and project approvals are aligned to the business plan and strategic objectives.
- Lead on the management of the corporate reporting system (Execview) to provide a strategic overview of all programmes, projects and interdependences.
- Define and embed a project management methodology which is fit for the organisation pace and needs, including overseeing post project delivery reviews/lessons learnt for projects to ensure continuous improvement.
- Lead on the provision of focussed monthly programme and project delivery information and highlighting any areas that need management attention, including any issues are raised appropriately and consistently by external project management partner consultants.
- Work closely with the business to proactively plan and prioritise projects in line with the organisational business plans.
- Line manage the PMO team, E20 Programme Manager and FOI Co-ordinator through effective delegation of responsibilities and staff development opportunities and delivering on going performance management and appraisals.

Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self development and performance improvement;

- Support and maintain a culture of continuous improvement and operational excellence, contributing to corporate priority themes and the organisation's overall delivery aims, acting as an ambassador for the Queen Elizabeth Olympic Park;
- Take reasonable care for the health and safety of themselves and others and take responsibility for ensuring all activities carried out promote the value of a diverse workforce and do not discriminate against sections of the community covered by equality legislation;
- This is not meant to be an exhaustive list of duties. The need for flexibility, shared accountability and team working is required, and the role-holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.
- This role profile does not form part of the role-holder's contract of employment.

Role competencies

Part one

Knowledge and experience

Extensive programme management experience in a complex multi-disciplinary environment;

- Excellent knowledge of the principles and concepts of programme and project management, risk management and control techniques and demonstrable skill in implementing these;
- Demonstrable understanding and knowledge of the governance principles, legal framework and the public sector best value context that the Development Corporation operates within, including relevant governance qualifications.
- Demonstrable understanding of the transparency framework that the Development Corporation operates within
- An understanding of regeneration and the Development Corporation's corporate objectives;
- An understanding of the East London socio-economic and political context the Development Corporation operates within;
- Demonstrable experience of programme and project level assurance, best practice and methodologies.
- Project or programme management qualification

Part two

Skills and abilities

- Excellent interpersonal and communication skills – in particular listening, oral, written, presentation and influencing skills with a track record of forging strong working relationships with stakeholders
- Ability to prepare clear and concise reports, presenting arguments verbally in a persuasive manner, tailored appropriately for the audience.
- Excellent organisational skills – ability to prioritise own and others' workloads to meet deadlines when required;
- Excellent analytical skills
- Excellent people management skills;
- Ability to work as part of a team and to build and maintain working relationships internally and externally at all levels;
- Attention to detail and delivering results;
- Able to work in a manner that is consistent with the organisation's core behaviours and ethos.
- Excellent problem-solving and analytical skills, able to assimilate a wide range of information quickly in order to develop an understanding of complex projects;

Part three

Personal style and behaviour

- Adaptable and solutions focused.
- Approachable and helpful.

- Leads by example and possesses a high degree of integrity;
- Sets themselves and others challenging but achievable objectives;
- Attention to detail.
- Confident and credible to senior stakeholders;