Role Title	Programme Assurance Executive
Directorate	Finance and Corporate Services
Reports to	Senior Manager Programme Assurance

Role purpose

- To support the Programme Assurance team to provide client-side assurance to the LLDC executive management team, project managers and external stakeholders, providing best practice assurance, project management and delivery. This includes supporting the delivery of: the LLDC assurance framework; reporting across the corporation; administration of LLDC's Execview system (our online reporting tool); and the Deep Dive Review programme across all directorates.

Key accountabilities

Deep Dive Review Programme
- To support the delivery of the Deep Dive Review programme, including completing and maintaining the template documentation (project summary, agenda, calendar, actions summary etc.), maintaining the forward programme, issuing reminders to project managers, reviewing draft documentation, drafting action notes and maintaining the action log.
- To support the delivery of the Mini Deep Dive Review programme, including completing and maintaining the documentation, undertaking desktop analysis, taking minutes and drafting action notes.

Execview
- To prepare and upload the monthly finance data extract from LLDC Finance into Execview. To undertake data checks (directorate and LLDC totals) and reconciliation with LLDC Management Accounts, to prepare a draft agenda and take minutes at the monthly Execview finance meetings, to liaise with the LLDC financial accountant to maintain import rules and upload files to the FTP site, to initiate Execview finance change control procedures, where required, and to ensure the finance matching code list is up-to-date.
- To be responsible for Execview administration, taking the role as technical super user for the LLDC including: providing support and training to users across the organisation; updating/creating/linking dashboards, measures/KPI, milestones, risks and issues, tasks; reporting bugs and managing enhancements requests; adding/deleting/unlocking users and assigning roles to users.
- To provide assurance over the data quality in Execview by supporting check and challenge sessions and providing feed-back to project managers.
- To support the Execview change control process, including handling and analysing change request, arranging and preparing monthly meeting reviews, liaising with finance BPs to ensure updates/changes in finance codes are incorporated appropriately and to follow-up with PMs on the implementation of changes.

Reporting
- To provide support to a range of programme management functions such as progress reporting, risk and issues management, milestone tracking and programme planning, KPI/Target management, benefits realisation planning, close out reporting and lessons learnt.
- To prepare and support senior managers for the Project, programme and directorate level reporting; and the monthly production of the assurance report.

- To maintain the Execview reporting cycle, including providing support to project managers in meeting reporting deadlines.
- To arrange and prepare for regular quarterly Execview Review Group meetings and Quarterly Execview Account Review meetings.
- Maintaining the monthly Reporting Calendar for the Corporation.

Assurance Framework
- To work with colleagues in the Assurance team to develop and refine the Assurance tools templates and processes based on identified business requirements, working with teams to compile and validate relevant project data, developing and delivering regular communications about the programme.
- Issuing agendas and taking minutes/action notes from internal meetings (e.g. team or project related meetings).
- Undertaking other duties – general support and assistance to the team and support to ad hoc CEO-led or other projects where appropriate.
- 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.
- Supporting the LLDC's Freedom of Information process by providing support to the FOI coordinator to monitor the FOI inbox and log and track FOI requests and internal reviews

This is not meant to be an exhaustive list of duties. The need for flexibility 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 is a description of the role as it is at present. It is the practice of the London Legacy Development Corporation to review role profiles annually to ensure that they relate to the role as then being performed or to incorporate whatever changes are being proposed. This review will be carried out by the line manager in consultation with the role holder, who is expected to participate fully in such discussions.

Role competencies

Part one

Knowledge:

- Degree (minimum requirement is a 2:2 or equivalent)
- Knowledge of projects and programmes and the key management principles and processes
- An understanding of regeneration and the organisation's corporate objectives.

Skills:

- Excellent working knowledge of Microsoft packages including Word, Excel, Project, Outlook and PowerPoint.
- Ability to undertake data analysis e.g. of financial information in Excel.

Part two

Skills and abilities

- Excellent organisational skills – ability to multi task and prioritise own workload under pressure

to meet deadlines when required.

- Good interpersonal and communication skills – in particular listening, oral, written, presentation and influencing skills.
- Attention to detail and delivering accurate results.
- 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

- Approachable and helpful.
- Strong attention to detail.
- Solutions focused and flexible.
- Initiative taking and pro-active.
- Information seeking.
- Possess a high degree of integrity.
- A team player able to maintain positive working style and relationships.
- Able to work in a manner that is consistent with the organisation's core behaviours and ethos.