

Service:	Corporate
Post title:	Assurance and Risk Manager
Grade:	M
Responsible to:	Head of Assurance
Staff managed:	None
Date of issue:	February 2025

Job context

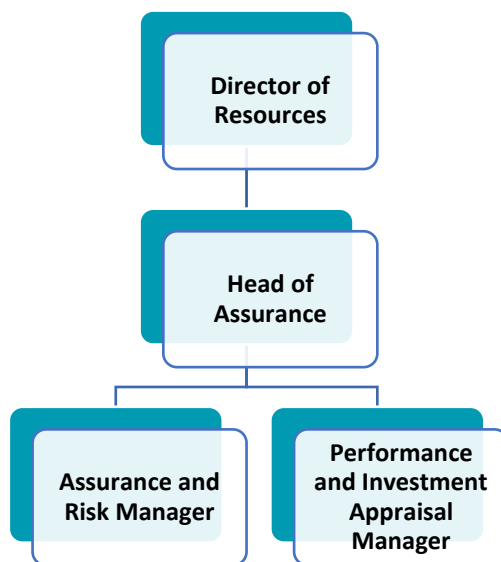
- This is an exciting time to join the Combined Authority. Since its creation in December 2023, the Authority has been working to deliver its devolved powers in relation to transport, skills and adult education budget, regeneration and housing, economic development and powers to create a Mayoral Development Corporation. In May 2024 the Combined Authority welcomed its first Mayor and incorporated new partners in the form of the Police and Crime Commissioner's office and the Fire and Rescue Service. Plans are in place to harness huge economic opportunity for the region and to raise the living standards for communities to enable the region to make a full contribution to the UK economy. There is a focus on delivery to put the York and North Yorkshire area on the map for regional and national success.
- The Assurance service sits at the centre of the organisation, ensuring that the work of the Combined Authority is delivered within the terms of existing assurance and legal frameworks, is risk managed appropriately, performance driven and investment proposals are robustly challenged to ensure best outcomes on delivery and organisational work practices.
- The service, therefore, provides a key support role for all functions across the Combined Authority through the provision of advice and guidance, ensuring processes and procedures are followed and in ensuring best service delivery and improvement through the analysis of high quality, performance information and investment analysis on which to advise Directorates, Combined Authority Leadership Team (CALT) and Mayor on the strategic direction of the Combined Authority.
- The post of Assurance and Risk Manager is a new role to the organisation and, as such, the ability to drive, innovate, implement organisational practices and work to one's own initiative in developing this new area of work is essential.
- The key objective of the Assurance and Risk Manager is to lead on the specified functions of assurance, risk and business continuity across the Combined Authority providing a high quality service, working with

directorates/teams to ensure effective arrangements in respect of those functions are developed and maintained to aid compliance and continuous improvement in the way the Combined Authority operates.

Working arrangements

- The Head of Assurance reports to the Director of Resources and manages the team providing assurance, risk management, business continuity, performance and investment appraisal functions.
- The Assurance and Risk Manager and Performance and Investment Appraisal Manager roles report to the Head of Assurance.
- As the Assurance and Risk Manager and Performance and Investment Appraisal Manager roles are new to the organisation, there are no supporting officer roles currently yet recruited. It is envisaged that as the roles develop further recruitment will be required.

Structure



Job Description

Job purpose

To develop, implement and deliver an assurance and risk management service to ensure the work of the Combined Authority is effective, risk managed appropriately and represents value for money.

Operational management

Assurance

- Review, update and continually assess the Combined Authority’s Assurance Framework and decision making processes to ensure they are fit for purpose for the award of Combined Authority programme funds, and in line with government guidance.
- Oversee Assurance Framework compliance ensuring directorates/teams are operating to its standards and build capacity in understanding across the organisation.
- Develop the policies and processes to manage the approval and reporting of funding agreements and contract variations and support the programme management team in finalising milestones and terms and conditions on

funding agreements and any subsequent contract variations by ensuring these align to the Assurance Framework.

- Advise on project and programme design (devolved or delegated funds) to ensure that proposed activity complies with Combined Authority policies, risk appetite, funder terms and conditions and key legislative requirements (subsidy control, procurement etc)
- Advise Service Delivery Heads, Project Managers and Programme Management Team in discussions and negotiations on contract performance with Project Sponsors should any issues arise, in context to the Assurance Framework.
- Advise the Programme Management Team in ensuring any exception/risk reporting on funding agreements in terms of project progress, milestones and outputs/outcomes are scrutinised, challenged and reported to CALT on a timely basis in order to protect the Combined Authority's investment. Commission external advise when required (e.g. QS reports)
- Advise the Programme Management Team in ensuring claims presented for payment by the Project Sponsor are accurate and in accordance with the terms and conditions of the funding agreement by sampling or undertaking site inspections to assess works have been completed on capital build projects. Challenge and report any anomalies to DoR/CALT on a timely basis in order to protect the Combined Authority's investment.
- Ensure the Combined Authority discharges its obligations on Subsidy Control as set out in law and these are satisfied before project Grant Funding Agreement sign-off. Also ensure, subsidy control audit trails are maintained so any challenge on award can be defended.
- Advise service delivery heads and co-ordinate on internal and external audits undertaken on programmes and projects (e.g. NYCC external auditors, UK Government).

Risk Management

- Lead on the Combined Authority's activities (excluding Police and Fire) ensuring that risk is appropriately identified, assessed, owned, and reported on within directorates/teams.
- Manage third party relationships in relation to risk (e.g. SLAs) and liaise with and coordinate outputs from risk leads in former OFPCC and Fire to develop and manage the overall Combined Authority corporate risk register.
- Ensure that the organisation has a full suite of documented risk management policies and procedures and that teams are aware of their responsibilities.
- Advise the Combined Authority's leadership on development of a risk management model, including consideration of whether to continue with SLA arrangements.
- Ensure appropriate risk management forums/ groups are implemented to ensure that risk is regularly considered and reviewed.
- Support and deputise for (when required) the Head of Assurance Report on reporting risk related matters to the Audit & Governance Committee.

Business Continuity Planning

- Lead on the Combined Authority's activities (excluding Police and Fire) ensuring that business continuity planning is appropriately identified, assessed, and owned within directorates/teams.

	<ul style="list-style-type: none"> • Manage third party relationships in relation to business continuity (NYC SLA) and liaise with and coordinate outputs from leads in former OPFCC and Fire to develop a CA wide overview of business continuity arrangements. • Ensure the organisation has a full suite of documented business continuity policies and procedures and that directorates/teams are aware of their responsibilities. These will ensure; <ul style="list-style-type: none"> ○ the CA has prevention and recovery systems in place to deal with potential threats (physical/digital). ○ overall risks to the CA are assessed and through business impact analysis, directorates/teams understand, are prepared to respond to and lead in assessing and understanding the potential impacts across the organisation ○ an incident response/recovery plan is prepared and enacted in the case of an incident ○ learning and evaluation are fed back into the plan.
<p>Communications</p>	<ul style="list-style-type: none"> • Strong verbal and written communication skills. • Prepare, present reports and presentations to senior audiences including Combined Authority directors, directorate leadership teams, service leaderships teams, the Mayor and elected members • Provide advice to senior audiences including Combined Authority directors, directorate leadership teams, service leaderships teams, the Mayor and elected members. • Promote and represent the Assurance service at strategic and operational level within the Combined Authority, building capacity on assurance and risk issues across the organisation.
<p>Partnership / corporate working</p>	<ul style="list-style-type: none"> • Work with external organisations overseeing service level agreement arrangements and provide advice, guidance and information on assurance, risk management and business continuity to Combined Authority leadership, Directorates and service teams.
<p>Resource management</p>	<ul style="list-style-type: none"> • Where appropriate, act as budget holder for specific projects or initiatives • Manage and report on the progress of specific grant-related projects • Potential future staff management responsibilities
<p>Systems and information</p>	<ul style="list-style-type: none"> • Ensure that relevant systems and processes are developed, managed and used in ways that are consistent with the Combined Authority's standards and procedures. • Use relevant IT systems and tools to support the management, delivery and development of services, ensuring records are accurate and current.
<p>Strategic management</p>	<ul style="list-style-type: none"> • Lead and develop all aspects of assurance and risk management planning and liaise with Head of Assurance to obtain approval, as necessary, for update of the Combined Authority's Assurance Framework. • Develop, review and ensure delivery of the Combined Authority's Assurance Framework and described practices are developed and adhered to. • Work to embed Assurance Framework practices across the organisation, building capacity and ensuring appropriate engagement from all stakeholders. • Lead on all aspects and obtain approval, as necessary, of the Combined Authority's Risk Management Strategy and Business Continuity Plan. • Develop, review and ensure delivery of the Combined Authority's Risk Management Strategy and Business Continuity Plan. • Work to embed a risk management culture across the organisation, building capacity and ensuring appropriate engagement from all stakeholders. • Ensure Directorates/Service Teams have fully worked up Business Continuity Plans to utilise in the case of any incident.

	<ul style="list-style-type: none"> • Influence and liaise with senior management on Combined Authority risks, ensuring service level agreements perform and are delivered fully. • Be responsible for ensuring the Council is aware of published risk management and Business Continuity best practice and guidance in both the public and private sector.
Safeguarding	<ul style="list-style-type: none"> • Be committed to safeguarding and promote the welfare of children, young people, vulnerable adults and our staff, through our work practices, values and projects, raising concerns as appropriate.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Significant knowledge of public sector organisational governance structures, decision-making processes and grant funding programme design and delivery processes. • Significant knowledge of risk management best practice standards. • Significant knowledge of business continuity best practice standards. • Knowledge of effective management of staff, budgets and resources. 	<ul style="list-style-type: none"> • Knowledge of what a Combined Authority is, what it does and the
Experience <ul style="list-style-type: none"> • Significant experience demonstrated in strategic planning, policy development and implementation, and change management. • Experience of supporting the development and implementation of new work practices and organisational culture change within a large diverse organisation 	
Occupational Skills <ul style="list-style-type: none"> • Effective oral and written communication skills • Advanced planning, organising and co-ordination skills • Advanced influencing skills: ability to persuade colleagues • Advanced interpersonal and presentational skills • Strong motivational skills: ability to motivate self and others • Analytical and problem-solving skills • Ability to prioritise own work, manage own time effectively and work to non-negotiable deadlines • Good ICT Skills (including Microsoft Word, Excel and PowerPoint) 	
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> • Professionally qualified to degree level in a relevant specialism (accountancy, assurance, risk) or equivalent significant experience 	
Other Requirements <ul style="list-style-type: none"> • Ability to work flexibly • Ability to travel around the York and North Yorkshire area and occasionally beyond • Ability to attend occasional meetings outside of normal business hours • Evidence of and commitment to further professional updating and development 	
Behaviours <ul style="list-style-type: none"> • Committed to the development and demonstration of the CA's vision, values and behaviours. 	

- Committed to ensure equality and inclusion are demonstrated.
- Highly motivated and not easily discouraged.
- Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, members, external partners and other stakeholders.
- A high degree of probity and integrity and work within the constraints of a publicly funded service.

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.