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**Job Title**: Risk & Assurance Manager

**Department:** Environment Programme Delivery Office (EPDO)

**Reports to:** Head of EPDO

**Direct Reports:** None

**Location:** Activity-based Onsite

**Contract Type:** Permanent

**Grade:** 5

**Main purpose of the job**

The EPDO Risk and Assurance Manager will enable the successful delivery of the programmes, by supporting programme / project colleagues to embed robust risk and assurance management practices. The role focuses on actively identifying, assessing, and mitigating programme and project risks while providing assurance to ensure compliance with governance frameworks, best practices, and external requirements. The position plays a key role in driving continuous improvement, supporting programme and project managers, and maintaining strategic oversight of risk and assurance processes that align to corporate reporting / escalation as appropriate.

**Responsibilities**

**Specific**

To provide a risk management function to the Environment Programme Management Office in support of programmes and projects therein, to enable effective delivery including:

Risk Management:

* Implement and maintain effective risk management activities that proactively mitigate risks and reduce project uncertainties.
* Develop and implement qualitative and quantitative risk assessment processes to ensure consistency across projects and programmes.
* Conduct risk workshops with internal and external stakeholders to identify, assess, and document risks, ensuring a consistent risk-based approach.
* Collaborate with the EPDO Performance and Reporting Manager to produce risk management reports to enable delivery and support decision-making, ensuring alignment with Corporate Programme Office, Executive Leadership Team, and external governance requirements.
* Provide risk management support to project and programme managers, ensuring the application of risk controls and mitigation strategies.
* Lead the tracking, coordination, and reporting on internal and external audits, ensuring findings are addressed effectively.
* Maintain and oversee RAIIDD (Risks, Assumptions, Issues, Dependencies, Decisions) reporting and escalation processes.

Assurance & Governance:

* Lead formal and informal assurance reviews of projects and programmes to ensure adherence to best practices, policies, and governance frameworks.
* Review and assure project documentation, including business cases, project briefs, and other key programme management documents.
* Lead programme reporting into governance boards, including the Programme Delivery Board, Executive Programme Assurance Committee, and sponsoring department (DESNZ).
* Oversee compliance with external programme governance and assurance processes.
* Support programme managers in the development and improvement of project assurance standards, tools, and methodologies within EPDO.
* Facilitate and oversee multi-stage assurance processes, ensuring projects reach required Corporate standards.
* Support and challenge project managers to ensure best practices in planning, risk management, and project delivery assurance.
* Ensure effective stage gate assurance, including participation in assurance meetings and reviews.

Change & Performance Management:

* Support change management processes by establishing and implementing protocols for scope changes, ensuring appropriate configuration management.
* Monitor and report on programme and project performance, challenging inputs at all levels to drive continuous improvement.
* Support the development of standardised project documentation and continuous improvement initiatives aligned with the Project Management Framework.
* Work closely with the Performance and Reporting Manager to produce timely and accurate reporting on project and programme progress, risks, and issues.
* Work collaboratively with EPDO and programme / project managers to consolidate reporting on status, risks, issues, milestones, and programme performance insights.

Stakeholder Engagement & Capability Building:

* Act as a key liaison with Programme Boards, providing assurance, challenge, and strategic insights on behalf of the EPDO.
* Provide guidance and technical support on project documentation, risk management tools (such as MS Project), and best practices.
* Support programme and project teams in embedding a culture of continuous improvement, assurance, and risk awareness.
* Provide one-to-one support and facilitate training (e.g. via workshops) to project managers, enabling them to implement best practices in risk management, assurance, and governance.
* Work with the wider Corporate Programme Office (CPO) to enhance synergies, efficiencies, and strategic alignment across programmes.

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Carry out any further reasonable requests from your line manager.

**Person specification**

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| **Job Title:** Risk and Assurance Manager **Department:** Environment Programme Delivery Office |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Already achieved, or be working towards achieving a professional qualification in Risk Management, Assurance, or Programme/Project Management (e.g., APM Risk Certificate, MoR, MSP, PRINCE2)
* Desire to continue to learn and develop professionally.
 | * Corporate membership of a relevant professional body or be willing to work towards achieving.
* Degree in a relevant field (e.g., Risk Management, Business, Project Management, Engineering).
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| **Experience and Knowledge** | * Proven experience in risk management, assurance, and governance within a programme or project environment.
* Experience in leading assurance reviews, audits, and compliance reporting across programmes and projects.
* Knowledge of public sector governance frameworks and risk management best practices.
* Experience working with RAIIDD frameworks (Risks, Assumptions, Issues, Dependencies, Decisions) or equivalent methodologies.
 | * Understanding of financial risk management in project/programme delivery in a government/public sector organisation.
* Experience delivering training and coaching on risk management and assurance processes.
* Experience of working on operational projects of high value.
* An understanding of the Value Management process and how it is applied on projects
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| **Skills and Abilities** | * Familiarity with project management methodologies (e.g., PRINCE2, MSP, Agile).
* Strong analytical skills to monitor and report on programme performance.
* Experience producing reports for senior governance boards.
* Ability to challenge and improve project inputs and outputs.

Stakeholder Engagement & Communication* Excellent communication and interpersonal skills.
* Ability to liaise with senior stakeholders and governance boards.
* Experience delivering training and workshops to build capability.

Tools & Technical Proficiency* Proficiency in risk management tools and software (e.g., MS Project, Excel).
* Familiarity with project reporting tools and dashboards.
* Strong documentation and presentation skills.
 | * Ability to review and assure project documentation (e.g., business cases, briefs).
* Understand project lifecycle and assurance stage gate processes.
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