



Job Description

Post Title	Technical Assurance Manager
Team	TADM (Technical Assurance and Design Management)
Reports to	Head of Technical Assurance

Purpose of the Role

The Technical Assurance Manager is responsible for delivering robust technical assurance across the programme and support the running and operation of the associated governance forums to achieve compliance, drive continuous improvement and ensure records are auditable.

Key Accountabilities and Responsibilities

- Manage, guide, and mentor multi-disciplinary teams, including the supply chain, to ensure delivery of robust Technical Assurance across the R&R Programme.
- Ensure appropriate compliance checks are undertaken so that solutions meet requirements, adhere to technical standards, and align with the R&R Programme’s vision and strategic themes.
- Collaborate with teams to develop and manage a Technical Assurance Plan for each project, applying a risk-based, evidence-driven approach that delivers value for money for the Delivery Authority.
- Implement and drive continuous improvements in the Technical Assurance Strategy, plans, processes, and systems for the R&R Programme.
- Support the identification and mitigation of key technical risks, ensuring relevant teams and colleagues are appropriately informed and consulted.
- Apply strong attention to detail when managing large volumes of complex data and spreadsheets, ensuring information is accurately structured, auditable, and easily retrievable to support robust assurance and reporting processes.
- Support the Chair of the Technical Authority Group (TAG) and similar forums by planning and managing agendas, lookahead planning, action tracking, briefing presenters, and ensuring high-quality records.
- Anticipate future phases and stages of project delivery by designing and implementing automated data analysis processes and tools that streamline assurance activities, reduce manual effort, and enhance reporting efficiency—while ensuring data accuracy, completeness, usability and consistency.
- Manage and enhance the technical competency process across internal teams and the supply chain, working with discipline leads to verify qualifications, experience, and professional memberships against role requirements. Support programme-wide awareness and alignment with the Building Safety Act through regular updates and integration with competency frameworks.
- Deputise for the Head of Technical Assurance and the Standards Manager as required.
- Support and facilitate external assurance initiatives, such as Challenge Panels.
- Train and support the team to ensure adherence to processes, standards, and procedures, while developing new ways of working to improve effectiveness and increase efficiency.



- Lead and participate in audits, ensuring effective configuration control of information to support assurance activities and audits of the design/technical function.
- Build and maintain strong working relationships with relevant teams, stakeholders, and the supply chain, fostering a culture of collaboration and support.
- Demonstrate an exemplary approach to equality, diversity, and inclusion, and proactively promote inclusivity in all aspects of the role.

Key Stakeholders and Relationships

- Head of Technical Assurance
- Standards Manager
- Design and Engineering Director
- Technical Assurance (TA) Function
- TADM Leadership Team and Subject Matter Experts (SMEs)
- External Consultants and Supply Chain
- Programme Assurance Department
- Commercial and Project Management Teams

Qualifications, Skills, and Experience

Essential

- Demonstrated practical experience in technical or quality assurance roles—ideally within infrastructure, construction, or regulated environments—with a solid understanding of technical standards, compliance frameworks, and risk-based assurance methodologies.
- Strong project management capabilities, with excellent organisational skills and the ability to manage competing priorities effectively.
- In-depth knowledge and experience of design-phase processes on large-scale, multi-disciplinary programmes, preferably including, or understanding of, work in historic building environments.
- Proven track record of delivering results with strong attention to detail, particularly in managing complex data and assurance documentation.
- Holds a degree-level qualification in a relevant technical or engineering design discipline or possesses equivalent professional experience.
- Expert-level proficiency in document management systems and advanced skills across the Microsoft suite and associated applications (e.g. SharePoint, Aconex etc).
- High level of computer literacy, including the creation and maintenance of databases, trackers, and spreadsheets to support assurance activities.
- Effective written and verbal communication skills, with the ability to produce clear presentations and convey complex information concisely to diverse audiences.
- Skilled in the accurate and objective assessment, recording, and presentation of technical and assurance-related information

Desirable

- The membership of a relevant professional body.



HOUSES OF PARLIAMENT
R&R DELIVERY AUTHORITY