

Company Secretarial Assistant

Employer:	East West Railway Company
Location:	Milton Keynes
Basis:	Interim to Perm
Salary:	Contract Day rate: £250-£300 Permanent Salary: £35,000-£45,000
Role Summary:	Unique opportunity to support the development of a nationally significant infrastructure project; providing legal support to the legal team within the organization.
Team dimensions:	Reporting directly to the General Counsel and Company Secretary.

A little bit about us:

East West Rail is a new direct connection, linking communities between Oxford and Cambridge, including Bicester, Milton Keynes and Bedford by rail.

Oxford, Cambridge and the communities in between are renowned for their vibrant economy, educational excellence and scientific innovation. They deliver growth and prosperity both locally and for the whole country; connecting these two cities and the communities in between is crucial to the social and economic future of the region.

East West Railway Company was set up to accelerate the delivery of the East West Rail infrastructure and passenger services, bringing faster journey times and easing pressure on local roads.

We were set up by the Secretary of State for Transport in 2017 to do things differently. We aim to innovate, positively disrupt, and challenge the status-quo, leading to quicker and more cost-effective project delivery, and an improved experience for passengers and the communities we serve.

As we build our team, we're looking for people with the right skills and mindset so that we can innovate, positively disrupt and set new industry standards. Whether you've been working on some of the world's most exciting rail and infrastructure projects or can inspire us with your ideas and expertise from other sectors, we want to hear from you.

Responsibilities and Accountabilities

The legal team at EWR Co has a clear mandate to act as a trusted advisor and critical friend to the EWR Co. Board, Management Team and business as a whole.

As Company Secretarial Assistant at EWR Co you will work closely with EWR Co's Company Secretary to provide administrative and strategic support in relation to the following matters:

- minute taking and developing clear minute taking guidelines
- managing submissions of papers to the Board, Board Committees, Management Board, and DfT Boards
- organising Board and Committee meetings and setting the annual cadence of meetings
- agenda setting for the Board and Board Committees and ensure the correct sequencing of issues with the Management Board and DfT Boards
- managing the Company's corporate records
- managing Companies House filings
- Preparing and supporting in the delivery of training and inductions to statutory Directors
- managing the disclosures register
- drafting the relevant sections of the Annual Report
- Managing the digitalisation tools on Diligent

In carrying out the above duties, you will need to:

- Support the EWR Co. commitment to customer service and the customer journey.
- Adopt and work to the EWR Co. Health and Safety principles.
- Implement EWR Co's vision and values, behaving in ways that are in alignment with EWR Co's Ways of Working, encouraging and supporting others to do so
- Promote diversity in the workplace.

Given the early stage of the project, it is likely that the nature of the role may evolve as the project progresses. It is also possible that other ad-hoc activities and duties may be required.

Experience and skills

Your skills and experience will include:

- Good working knowledge of the UK Corporate Governance Code
- Demonstrable ability to manage board and committee meetings (incl. agendas, minutes and producing follow-up actions)
- You will be detail oriented, ideally with some commercial experience already.
- You will have excellent data and processing abilities, coupled with the ability to communicate well with colleagues.
- You will be comfortable learning with new systems, and able to adapt and grow your knowledge of these as new software is introduced.
- Excellent analytical skills
- Ability to work independently as well as be a team player

What we offer (When Permanent):

- Competitive base salary
- Up to 20% bonus based on individual and company performance
- Up to 12% employer's pension contribution
- 36 days holiday a year (including bank holidays) + up to 2 days to buy
- Life assurance
- Employee Assistance Programme
- Perks platform with hundreds of discounts and freebies
- On-the-spot and annual awards
- Advanced learning and development programmes
- Great work-life balance and flexible working opportunities
- Enhanced family-friendly policies
- Exceptional IT tools

Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: recruitment@eastwestrail.co.uk