

# Information Officer

<b>Employer:</b>	East West Railway Company
<b>Location:</b>	Milton Keynes
<b>Basis:</b>	Permanent
<b>Role Summary:</b>	Unique opportunity to support the development of a nationally significant infrastructure project; providing legal support to the legal team within the organization.
<b>Team dimensions:</b>	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 Information Officer at EWR Co you will work closely with EWR Co's Legal team and External Affairs team to provide a strategic support in relation to the following matters:

- Process ad hoc requests for information, known as 'right to know' requests, received under the Freedom of Information Act and the Environmental Information Regulations in compliance with statutory timeframes
- Provide support in maintaining EWR Co's Publication Scheme
- To clarify, analyse and interpret information requests to ensure accurate responses are given and liaising with the External Affairs team as necessary.
- To manage the FOI exemption process liaising with the External Affairs team as necessary.
- To make decisions regarding the redaction and preparation of information for release under the access to information legislation, ensuring the release of accurate and good quality information.
- To liaise with, advise and assist managers within EWR Co. to respond to and resolve complaints.
- To contribute to the development, implementation and maintenance of processes, procedures and protocols in relation to complaints and information request functions.
- To give specialist advice to managers and officers dealing with requests under the Freedom of Information Act and the Environmental Information Regulations.
- Keep abreast of developments in the field of information access, receiving training and disseminating information as appropriate

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:

- Experience of compliance with the Freedom of Information Act and the processing of FOIA Requests or similar compliance or case management experience.
- Theoretical and practical understanding of the Freedom of Information Act and the Environmental Information Regulations.
- Proven ability to draft redact documents and prepare disclosure schedules for proposed disclosures in accordance with legislation-
- Good analytical skills in order to assess information disclosures
- Excellent analytical skills
- Excellent communication 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](mailto:recruitment@eastwestrail.co.uk)