

Paralegal

Employer:	East West Railway Company
Location:	Milton Keynes
Basis:	Full Time
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 (EWR Co) 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.

The East West Rail Company is currently based in based in Milton Keynes (though we are currently fully remote). However, we are very open to flexible working arrangements.

Responsibilities and Accountabilities

The legal team at EWR Co has a clear mandate to act as a trusted advisor and critical friend to both the EWR Co. Management Team and the EWR Co business as a whole. Not only providing day-to-day legal advice, the legal team is proactive in integrating and aligning with the strategic needs of EWR Co.

Building and delivering a new rail link between Oxford and Cambridge under a bespoke delivery model within a set timeline brings unique, complex, and novel legal issues. As Paralegal at EWR Co you will have the opportunity work across a variety of areas including commercial, corporate, governance, property/planning, IP/data and government policy matters.

As a Paralegal at EWR Co you will work with EWR Co's General Counsel and Company Secretary and other team members to provide a mixture of legal and administrative support in relation to topics including but not limited to:

- Managing the paper submission process for our Board and Management meetings
- Quality assurance of Board\Committee papers
- Reviewing governance arrangements
- Playing a role in managing legal compliance
- Reviewing commercial agreements and providing support to the procurement and legal teams
- Assisting with GDPR Compliance
- Assist with data privacy and FOI queries
- Assisting the team on legal and business wide projects

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

As a paralegal for EWR Co, you will be looking to establish a long-term career in the legal profession. Your skills and experience will include:

- Some knowledge and understanding of commercial contracts
- Ability to work in a fast-paced environment and juggle multiple responsibilities at one time, while remaining extremely organized
- Excellent analytical skills
- Excellent communication skills
- Proactive and a willingness to learn and develop new skills
- Pragmatic and solutions driven
- Ability to work independently as well as be a team player

Education and Qualifications

- Completed either the Legal Practice Course or Bar Professional Training Course (or foreign jurisdiction equivalent)
- You will need to have the right to work in the UK.

What we offer:

- Competitive base salary
- Up to 20% bonus based on individual and company performance
- Up to 12% employer's pension contribution
- 33 days holiday a year (including bank holidays) + up to 5 days to buy
- Life insurance
- 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