

Deputy Head of Programme Management Office

Employer:	East West Railway Company
Location:	Milton Keynes
Salary:	£70,000.00 - £80,000.00 depending on experience
Basis:	Permanent
Role Summary:	PMO Deputy Head supports the PMO Transformation Director in running the PMO and leading the PMO transformation process to enable it to support EWR's Enterprise architecture model.
Team dimensions:	Reporting directly the PMO Transformation Director.

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

Accountabilities:

- Develop and maintain the Programme Controls policy, strategy and procedures for managing the various systems and processes required to manage a £4bn+ delivery organisation.
- Coordinate the activities of the PMO team in providing accurate, relevant and timely decision-making information for directors and managers across the business and for those associated with the programme in Central Government (DfT)
- Develop and deliver the transformation plan for the PMO to enable it to support the programme and the Enterprise.

Responsibilities:

- Deputise for the PMO Transformation Director as required.
- Support the leadership, management and upskilling of the PMO team.
- Manage the PMO resources so that support is available throughout the EWR organisation as required.
- Periodically reviewing the key products of the PMO, specifically the cost estimate, integrated programme schedule and the risk position for the entire EWR programme.
- Develop a coherent set of programme controls tools as part of the development of the EWR digital architecture.
- Lead a continuous process seeking improvement methods, systems and tools which the PMO employs to achieve the highest standards.
- Their own and others health and safety and the health and safety of those who may be affected in the day-to-day delivery of this role by adopting and working to the EWR Co. Health and Safety principles.
- Be a role model for EWR Co.'s vision and values, behaving in ways that are in alignment with EWR Co.'s Ways of Working, encouraging and supporting others.
- Promote equality in the workplace and adopt appropriate behaviour when interacting with colleagues.

Role Dimensions

Reporting to the PMO Transformation Director. Deputy Head of a current 31 strong PMO team, with direct reports of up to 5.

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

- Knowledge and experience in the delivery of large-scale public infrastructure projects and programmes preferably in the rail sector.
- Experienced in leading and managing multi-disciplinary professional teams.
- Experience as a programme/project controls manager in an organisation responsible for the delivery of multi-disciplinary projects, programmes or portfolios.
- An excellent communicator who is comfortable and proficient when working with individuals at all levels, both within the organisation and across the supply chain.

Education and qualifications

- Degree-educated in an Engineering or related discipline
- Membership of relevant professional body

What we offer:

- Competitive base salary
- Quarterly bonus scheme based on individual 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