

# Head of Change

## Programme Management Office

<b>Employer:</b>	East West Railway Company
<b>Location:</b>	Milton Keynes
<b>Basis:</b>	Permanent
<b>Team dimensions:</b>	Reporting directly to 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**

- Creating and implementing the change management policies and plans that define the EWR Change Management process.
- The programme change position relative to the EWR baseline (technical, cost, schedule etc).

## **Responsibilities**

- Lead and coordinate the Programme Change Panel.
- Reporting the change process outputs within the programme.
- Working as an integrated member of the PMO to enable coherent and consistent routine reporting.
- Support and advise teams across EWR on change management and its correct application.
- Coordinate with appropriate functional leads to maintain full awareness of the various components of the EWR baseline.
- Track and report on emerging change and enable and coordinate the appropriate impact analyses to be conducted.
- Identification of risks and opportunities within change activities and links to wider enterprise activities
- Defining and measuring success metrics and monitoring the change progress.
- Acting as a role model for EWR Co's vision and values, by supporting the EWR Co commitment to customer service, promoting diversity in the workplace, adopting appropriate behaviour when interacting with colleagues, and encouraging and supporting others to do the same.
- Your own and others' health, safety and wellbeing by adopting and working to the EWR Co Health and Safety principles, ensuring you follow safe working procedures at all times.
- Promote equality in the workplace and adopt appropriate behaviour when interacting with colleagues.

## **Role Dimensions**

Reporting to the PMO Transformation Director.

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.

Act as the subject matter expert and mentor for the full programme team of circa 400.

## **Experience and skills**

- Experience and knowledge of change management principles, methodologies and tools.
- Experience of a strategic infrastructure project or programme.
- Ability to think strategically and to understand the impact of task, project and programme change on the programme and Enterprise outcomes.
- Excellent verbal and written communication skills with the ability to engage with stakeholders at all levels including excellent active listening skills
- Problem solving and root cause identification skills
- The ability to work autonomously and collaboratively as part of a team.

## Education and qualifications

- MBA or equivalent business or project/programme management qualification.
- Membership of ICE, APM or related professional body.
- Excellent MS Office skills including Teams, Word, PowerPoint, MS Project and an understanding of wider programme management data systems.

## What we offer:

- Competitive base salary
- Quarterly bonus scheme based on individual performance
- 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)