

Compliance & Reporting Officer

Employer:	East West Railway Company
Location:	Milton Keynes
Basis:	Permanent
Role Summary:	The Compliance & Reporting Officer is responsible for overseeing and coordinating all data, analysis, and reports for all HSSQ activities across EWR as well as all directorates and business functions in support of the company's objective of achieving 'zero harm and developing a world class safety culture'.

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

As the Compliance and Reporting Officer for the East West Rail scheme you will:

- Manage the collation, analysis, reporting, and dissemination of all company health and safety performance, compliance and monitoring data;
- Compile and distribute periodic and topical health and safety reports in accordance with the company Health and Safety Management System (HSMS);
- Support the health and safety team in the implementation and review of the EWR Co Health & Safety Management Strategy and Annual Health & Safety Plan;
- Collate, review and analyse all data to identify and report on health and safety performance trends across all business activities;
- Oversee the development, maintenance, and management of all external (e.g. SMIS) and internal health and safety reporting tools, systems and processes;
- Liaise with all EWR Co directorates and functions in the timely submission, collation, preparation and review of all health and safety reports;
- Ensure robust processes and procedures are in place to ensure company and supplier personnel accidents and incidents are effectively reported, investigated, remedial actions implemented and closed out in accordance with industry best practice and statutory requirements (e.g. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013), and suitable records maintained;
- Where required, liaise with the Health and Safety Executive (HSE), Network Rail, suppliers, and duty holders in the management of accidents and incidents (including reportable events) in accordance with legislative, industry and EWR Co HSMS requirements;
- Confirms that all records of accident and incidents investigations are correctly recorded and monitored in terms of action allocation and tracking;
- Acts as the custodian for the reporting and distribution of all accident and incident reports and data in compliance with EWR Co accident and incident management procedures:
- Works with other key stakeholders (e.g. DfT, NAO etc.) and other industry bodies in the preparation and delivery of external health and safety reports and reviews as required;
- Monitor, review and undertake the distribution of relevant external and internal health and safety communication materials and sources including accident reports, safety alerts, bulletins, newsletters, and other media as appropriate;
- Develop and maintain a health and safety compliance register including Management Review, site inspections, safety tours, safety briefings and other functional activities;
- Support the preparation, review, distribution, and action management and monitoring arrangements for all EWR Co health and safety meetings;
- Manage and nurture relationships with all key stakeholders and suppliers as appropriate through effective promotion of health & safety and 'zero harm' as a collective goal;
- Proactively seek innovation, opportunities to increase efficiency and drive wasted effort out of all health and safety undertakings as they apply to performance reporting and management;

- Support the EWR Co commitment to customer service and the customer journey;
- Take responsibility of your own and others' health and safety and 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 Policy, principles, and procedures;
- Co-operate with EWR Co in all matters relating to personal health and safety, including following safe working procedures at all times;
- Act as 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 to do so in addition; and
- Promote diversity in the workplace and adopt appropriate behaviours when interacting with colleagues.

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 the and Reporting & Compliance Officer, you will have a minimum of five years similar professional experience, with at least three years gained in the UK rail industry (or other similar other high-risk sector) in a construction & major project delivery capacity. Preferably, you will also have experience of holding roles in fast paced and complex environments during the setup of a new organisation.

Your skills and experience will include:

- The development, maintenance, and oversight of company-wide health and safety performance reporting and management systems, tools, and techniques;
- A good understanding of UK health and safety legislation and requirements, especially with regard to statutory reporting requirements (e.g. under RIDDOR);
- High numeracy and strong analytical skills with the ability to produce accurate, timely and concise reports;
- Excellent reporting system experience and highly capable in the use of industry health and safety systems such as SMIS and common IT software including MS Excel, Word, PowerPoint, Power BI, and Access;
- Practical project and/ or operational experience in health and safety management;
- Experience of facilitating and driving continuous improvement and innovation in a challenging and fast-moving engineering and technical environment;
- Experience of resolving and escalating risks, issues and conflicts as necessary;
- Excellent presentation and communication skills;
- Strong ability to engage with a variety of internal and external stakeholders;
- Strong understanding of business needs and experience utilising performance data to support an organisation's wider objectives;
- Confidence in dealing with high levels of uncertainty and ambiguity in a constantly changing and challenging environment.

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Education and qualifications

- Degree or Diploma level technical qualification preferred, ideally suited towards business information management, data and systems build and analysis, and technical business administration;
- Desirable - Industry related health and safety qualification (e.g. NEBOSH Certificate); and
- Member of a relevant industry Health & Safety body, or similar, preferred.

What we offer:

- 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