

Assistant Project Manager

Employer:	East West Railway Company
Location:	London initially, then based in the Oxford-Cambridge corridor
Basis:	Permanent
Team dimensions:	Reporting directly to the Senior Project Manager

Would you like to be at the forefront of the changing landscape of the rail industry?

A little bit about us:

East West Rail is a proposed new rail link between Oxford, Milton Keynes, Bedford, Cambridge and potentially beyond. As part of the wider plans for this strategically important corridor, it is one of the most high profile infrastructure projects in the UK today. The new railway will improve local connectivity and serve as a catalyst for economic development and the creation of new housing, as well as significantly reducing existing journey times.

Key accountabilities:

The Assistant Project Manager will have strong skills and experience in stakeholder management, communication, client interface and engagement.

- Project management involvement in multi-million pound projects based on clear and specific requirements to ensure delivery of intended business benefits.
- Maximise efficiencies and better ways of working to ensure best value for money
- Establish productive working relationships with key stakeholders (DfT and NetworkRail) and supply chains both internal and external to EWR Co.
- Detailed review of supplier schedules and estimates and reporting data

You should apply if you have:

Skills, knowledge and experience:

Skills:

- Analyse Project Controls data, draw conclusions and produce reports (Essential)
- Build effective working relationships, with people at all levels across the organisation and externally (Essential)
- Communicate effectively, both orally and in writing, with people at all levels across the organisation and externally (Essential)
- Plan and manage tasks to time, budget and quality (Essential)
- Proficiency in the Microsoft Office suite of programmes (Outlook, Word, Excel) to basic level (Essential)

Knowledge of:

- Project management tools and techniques, including visualised reporting, planning, risk management, governance and change control (Essential)
- Health & Safety issues in an operational railway environment (Desirable)
- Contract management and administration in a construction project environment (Desirable)
- Financial controls and procurement processes and techniques (Desirable)
- Relevant degree or high level education in project management, engineering, quantity surveying or other related subject.

Experience

- 5+ years experience in delivery of infrastructure projects
- Supported the delivery of multi-million pound contracts/projects in a commercial environment (either as an individual or as a member of a team with specific areas of responsibility) (Essential)
- Building effective working relationships with people at all levels across an organisation and externally (Essential)
- Experience of working in complex, multi-disciplinary, matrix-managed environments.
- Experience of managing high-performing teams/resources through effective management, development and empowerment. (Essential)
- Experience of delivering projects to set time, cost and quality (Desirable)
- Experience of co-ordinating, instructing and communicating with a team of specialist consultants, advisers and contractors (Essential)
- Experience in Infrastructure projects in regulated environment (Desirable).

Education and qualifications:

- Bachelor's degree in business management and / or engineering or similar discipline or equivalent business experience and training

You will need to have the right to work in the UK.

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**