

Reporting Executive

Employer:	East West Railway Company
Location:	London initially, then based in the Oxford-Cambridge corridor
Basis:	Permanent
Role Summary:	Unique opportunity to support the development of a nationally significant infrastructure project currently in its initial stages through developing and managing the requirements management capabilities in this new organisation.
Team dimensions:	Reporting directly to the Head of Insights and Analytics

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:

As Reporting Executive you will:

- Provide day-to-day direction and functional responsibility for performance measurement and reporting
- Support the implementation and development of EWR Co.'s reporting capability to meet the demands of the EWR Scheme's governance structure

- Maintain a standardised approach that enables consistency of information used for performance reviews and decision-making across the parties involved in delivering the scheme (e.g. Network Rail and DfT).
- Consolidate reporting requirements for EWR Co. and external parties (as required) to ensure consistent measurement of programme performance.
- Support the scrutiny of performance by measuring progress against the Performance Measurement Baseline.
- Maintain reporting requirements within the Scheme's governance structure (including integrated management information and reporting to all Parties)
- Undertake EWR Co.'s regular reporting cycle to ensure timely and accurate circulation of dashboards both internally and externally.
- Act as EWR Co.'s single point of reporting through consolidating performance data from schedule, cost and risk
- Generate reports (as required) on programme performance to date and upholding the single version of the truth with clear reporting cycles.
- Support the quality assurance of reporting data and process
- Proactively look to drive cost, time and wasted effort out of programmes
- Support the EWR Co. commitment to customer service and an excellent customer journey
- Take responsibility of your own and others' health and safety by adopting and working to the EWR Co. Health and Safety principles
- Co-operate with EWR Co. in all matters relating to 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 aligned with EWR Co.'s Ways of Working, as well as encouraging and supporting others to do so too
- Promote diversity in the workplace and adopt appropriate behaviour when interacting with colleagues

Team Dimensions

- 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.

You should apply if you have:

As Reporting Executive for the East West Rail scheme, you will have with at least 3 years' experience in a comparable position leading complex organisation innovation programmes, ideally with experience in business strategy and business planning. Experience of working within the UK public sector or engaging with public sector organisations is advantageous.

Preferably, you will also have some experience of holding roles in fast paced and complex environments during the setup of a new organisation.

Your skills and experience will include:

- Expertise in delivery technologies and data access, including familiarity with metadata, data organisation, data quality assessment and data profiling
- Excellent knowledge of analysis and reporting tools
- Familiarity with accounting and finance practices and principles
- Strong analytical and problem solving skills
- Experience and strong understanding of working in matrix team working environments
- Strong leadership, people and team management skills
- Excellent communication and presentation skills
- Strong ability to engage, influence and manage stakeholders

Education and Qualifications

- Bachelor's degree and training (an emphasis on data or information management is advantageous)
- 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**