

Vacancy

CHANGE MANAGER

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor. It will be an electrified, high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn to the Lithuanian-Polish border. Rail Baltica will connect the Baltic States with Central and Western Europe. The project is largely co-financed by the European Union. It must be well-governed, with clear financial flows and procurement systems. RB Rail AS is looking for a new enthusiastic **COLLEAGUE** to join our growing team in a position of **CHANGE MANAGER**.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community. We plan, develop and manage all technical aspects of entire Rail Baltica project to achieve cross-border interoperability. RB Rail AS is the three Baltic States' joint venture, it was established in October 2014 and is registered in Latvia. Main business of the joint venture is the design, construction and marketing of the railway. RB Rail acts as a main coordinator of the project.

JOB PURPOSE:

The Change Manager is a key member of the project team and will work directly with the Head of Project Control to help deliver the project's goals and objectives in Change Management. They will also develop and implement the tools required to provide Management with a structured progress report defining submitted changes, approved changes and trends that will alter work schedules, cost profiles or risk exposure. This data will be included in all relevant weekly, monthly, and quarterly as agreed with CPMO. The Change Manager will be required to provide Rail Baltica with best practice in change management and a clear audit trail of all changes.

REQUIREMENTS

- Bachelor's degree or equivalent Project Management qualifications (APM, etc.)
- Experience in working within a dynamic project management environment
- Detailed knowledge of the development and implementation of Change Management and Control protocols and procedures in significant infrastructure projects
- High level of numeracy, literacy and a working knowledge of Microsoft Power BI
- Excellent knowledge of English language
- Committed to continual improvement and a willingness to learn new skills
- High sense of responsibility, initiative, excellent communication skills and ability to work independently

RESPONSIBILITIES

- Improvement of, and ensuring adherence to, the programme change control process
- Monitoring change as defined by the programme change management processes and procedures
- Initiating and submitting programme change notices and determining the appropriate approval route
- Setting up and running the change management board in conjunction with its chair. Ensuring the board is formally minuted
- Issuing the programme instructions and co-ordinate responses and impact assessments
- Provide required data to Lead Planner to ensure maintenance of up to date integrated cost and schedule performance management baseline
- Tracking and reporting of current schedule trends and key interdependencies
- Change management leadership and support including Contract Variations, Scope Changes and Early Warnings both down to the supply chain and up to the client including contingency management

OFFICE LOCATION

Full time located in Riga, Latvia.

SALARY

Starting from 3000 EUR (before taxes).

APPLICATION PROCESS

If you are willing to be a part of the challenging and unique project, and your experience and personality match the position's requirements, please, send your CV and motivation letter in English with the subject "Change Manager" to RB Rail AS recruitment partners SIA "Recruitment Latvia": rbrail@cvor.lv by June 25, 2021.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller") and SIA "Recruitment Latvia", Reg. No 40003955719, as its respective recruitment partners. The personal data indicated in the application documents will be processed for the purposes of the recruitment and hiring processes only as is legally permissible under Art. 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation)



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