

## HEAD OF PROJECT CONTROLS AND REPORTING

**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 **HEAD OF PROJECT CONTROLS AND REPORTING**.

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:

Reporting direct to the Chief Programme Management Officer, the Head of Project controls and Reporting will be responsible for: providing leadership and direction to the Project controls and reporting team and supporting the delivery of the global project.

This will include providing a consolidated view of project status, key metrics and resource capacity plans at a portfolio and programme level; ensuring schedule milestones, risks, costs, issues, controls and benefits are monitored and reported through suitable processes; oversee the development of scenarios for acceleration / deceleration planning to ensure that value can be earned in line with programme requirements; optimising the rate of completion of projects to maximise the value delivered by the organisation; ensure that the component parts of the organisation are aligned in terms of the streamlined delivery of scope throughout the contract term; and maintaining the case for the continued viability of the Global Project.

### REQUIREMENTS

- Qualified to Degree level in Engineering or Project Management (preferably)
- Min 10 years of relevant experience working within a similar or related role
- Proven track record of Project Controls and Team management responsibility in a railway or infrastructure project environment (preferably)
- High ethical standards, honesty, and impeccable reputation
- Practical experience in providing big picture strategic view and data interpretation
- Desire to challenge and strive for improvement in all parts of the organisation
- Ability to interact and engage with cross-functional, multi-disciplinary groups to challenge and optimise holistically
- Able to benchmark and apply the best practices of large infrastructure projects and organizations
- Excellent organizational skills
- Fluent in English
- Proficient in the MS Office 365, experience with Primavera P6 or similar project management system
- The right to live and work in the EU

### SOCIAL COMPETENCES

- The ability to create and maintain open and constructive relationships with others, to respond helpfully to their requests and to be sensitive to their needs
- To work cooperatively and flexibly with all levels of management and team members
- The ability to communicate clearly and persuasively, orally or in writing; provide argument bases analysis, listens and considers other's perspectives
- Strives for continuous self-development
- The ability to adapt to and work effectively in different situations and to carry out a variety of tasks

### RESPONSIBILITIES

- Provide a consolidated view of project status, key metrics and resource capacity plans at a portfolio and programme level
- Ensure schedule milestones, costs, risks, issues, controls and benefits are monitored and reported through suitable processes
- Ensure project funding needs are updated effectively, including updates to Estimated Final Cost (EFC) and cashflow needs for specific projects and the overall global project, highlighting any potential cash-flow variance ( positive or negative)
- Ensure that effective processes are in place for the management of cost, schedule, risk and change, and that they are being followed
- Supporting resource planning activities within the organisation based on the overall project schedule  
Lead the development of activity plans for funding applications from European Commission, based on priorities within the Global Project Gantt Chart
- Lead the development of status update reports to European Commission on progress against activities funded by the various grant agreements
- Ensure effective change management is implemented across the global project
- Plan and manage the resources of the project controls and reporting team to provide effective support to the organisation, including specialists in planning, cost management, risk management, change management and reporting
- Lead, motivate and develop the team to deliver a professional, customer focused high performing service
- Develop and maintain professional relationships with key internal and external stakeholders, including Implementing Bodies, Beneficiaries, third parties and strategic suppliers
- Optimise the rate of completion of projects to maximise the value delivered by the organisation
- Lead the development of activity plans for funding applications from European Commission, based on priorities within the Global Project Gantt Chart
- Ensuring all reporting contains accurate and aligned information based on the concept of a single source of truth, and manage the coordination of inputs to these report
- Ensure the project controls processes, procedures and tools are of high quality, fit for purpose and compliant with business requirements

### OFFICE LOCATION

Any RB RAIL AS Branch office as per preferences (Riga, Vilnius or Tallinn).

### SALARY

Starting from 8500 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 "Head of Project Controls and Reporting" to RB Rail AS recruitment partners SIA "Recruitment Latvia": [rbrail@cvor.lv](mailto:rbrail@cvor.lv) by July 2, 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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