

## HEAD OF PROJECT MANAGEMENT

**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 MANAGEMENT**.

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 successful delivery of the Rail Baltica project will depend on the quality and effectiveness of the project management processes and systems adopted by RB Rail. Consequently, RB Rail is establishing a project Management Centre of Excellence (PM CoE). The Head of Project Management will lead the PM CoE to provide coordination and consistency in all projects delivered by RB Rail.

Project managers will be employed in various parts of the RB Rail AS organization. The PM CoE will provide the coordination of project management delivery in all departments of RB Rail AS to ensure consistency in delivery performance.

RB Rail AS is a joint venture established by the three Baltic States in October 2014 and is registered in Latvia. The main business of the joint venture is the design, construction and marketing of the railway. RB Rail AS acts as a main coordinator of the project, including elements delivered by other parties. The project implementation will be ongoing for many years resulting in the need for the establishment and maintenance of excellence in project management over a prolonged period of time.

### REQUIREMENTS

- Candidates must have a Bachelor's degree or a similar level qualification in engineering or other subject relevant for the design and construction of a railway
- Candidates must hold Project Management Institute PMP certification or equivalent
- Candidates must be familiar with the Project Management Institute Project Management Book of Knowledge (PMI PMBOK) and must have experience of its application on projects
- Candidates must have a minimum 10 - 15 years of experience out of which at least 5 years in a senior project management or project director role on a major construction project, ideally related to Railway infrastructure
- Ability to coach and train staff through a matrix structure without direct reporting line
- Broad knowledge and experience in development and introduction of project management processes, able to develop and implement policy, plans and procedures
- Ability to analyze problems, identify root causes and implement changes
- English language skills above average
- Effective interpersonal and verbal & written communication skills
- Proficiency in MS Office Applications

### RESPONSIBILITIES

- Act as owner for the project management processes and procedures within RB Rail, and carry out regular reviews and updates to ensure that are suitable and fit for purpose. It is expected that as the project progresses from design through construction to testing, there will be a need to adapt processes to match to the phase of the project
- Act as a coach to the project managers within the organization, to help ensure the processes are being adapted correctly. This may include carrying out audits of compliance
- Work closely with the project planning and controls department to ensure project management and project controls act as an integrated system to support world class project delivery
- Share techniques and experience with project managers to address specific issues when they arise, including establishment and leadership of issues resolution teams, or tiger teams, if needed
- Review the latest trends in project management on similar megaprojects around the world, and identify opportunities to adopt best practice from other projects
- Work with project managers to identify processes that are causing delay or difficult and the lead the development of updated processes to address the issue
- Carry out lessons learned reviews as various stages of project delivery to build the RB Rail organizational memory, and to try to avoid making the same mistakes on future projects
- Develop and implement training for project managers and others in the organization to ensure a consistency in understanding and approach
- Develop and implement a Site training program, provide trainings (internally/externally)
- Establish clear project management objectives and targets; monitor regularly the performance through dedicated KPIs

### OFFICE LOCATION

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

### SALARY

Starting from 7000 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 Management" 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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