

Secondment Opportunity at East Midlands Councils/TfEM**Role: Performance Management & Monitoring Officer****Salary: £32,878 - £34,788****Duration: Initially 12 months (with potential for extension)****Background**

- Transport for the East Midlands (TfEM) brings the nine Local Transport Authorities in the region together under the auspices of East Midlands Councils (EMC).
- TfEM has signed a landmark Collaboration Agreement with the Department for Transport to provide local input into the management rail services delivered by East Midlands Railway (EMR).
- We are looking for a technically skilled individual to support TfEM's Head of Rail improvement to research and assess information and data to evidence the case for improvements to rail services across the East Midlands.
- The post-holder will be based in the attractive Leicestershire town of Melton Mowbray, but with opportunities for remote and mobile working.

Job Purpose

- The primary purpose of the role is to research and assess information and data to evidence the case for improvements to rail services across the area served by EMR.
- The post-holder will also support TfEMs input into other relevant franchises, consultation exercises and wider rail processes and structures, which are likely to evolve over time.

Person Specification**Education & Training**

- Degree level or equivalent qualification.

Experience

- Experience of collecting, analysing and presenting data.
- Experience of undertaking surveys, procurement procedures and contract/commissioning processes.
- Experience of working with a wide range of stakeholders and partners to deliver effective outcomes.

- Experience of providing support to boards, committees or equivalent governing bodies including preparation of reports.
- Experience of working within a local authority or the rail industry or an equivalent organisation, including project management, analysis and partnership working.

Skills & Knowledge

- High standard of oral and written skills and the ability to present complex data in a simple and compelling manner.
- High-level of computer literacy with an appreciation of the potential of IT information management systems.
- Ability to provide sound technical advice and explain and communicate effectively to ensure clarity of understanding and action.
- Ability to find solutions to challenges/priorities and deliver changing priorities and new ways of working.
- Ability to analyse complex information and make recommendations leading to positive action.
- Well-developed work planning skills, with the ability to manage conflicting priorities and to meet demanding deadlines.

Personal Qualities

- An ability to work under pressure.
- Analytical and persuasive.
- Consultative and innovative.
- Committed to equality of opportunity and social inclusion, to provide services to a diverse range of service users, partner organisations to promote good relations and equality.

Special Requirements

- Ability to work outside office hours if required.
- Ability to work on own initiative and from a remote work setting/home

For an informal chat and/or more information please contact:

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