RISQS Scheme Manager

Recruiter       RSSB
Posted          9 March 2015
Closes          31 March 2015
Ref             RSSB35M3
Contact         RSSB
Location        London/home-based with extensive travel around UK
Sector          Rail
Function        Management, Procurement, Assurance
Job Type        Senior Manager
Hours           Long term, fixed term contract
Salary          £Competitive with excellent benefits

The client

RSSB is an expert body that helps the rail industry collaborate to continuously improve and meet future challenges. It spans the whole railway, including in its membership infrastructure companies, train and freight operators, rolling stock owners and suppliers to the industry. RSSB supports rail in the areas of safety, standards, knowledge, innovation and a wide range of cross-industry schemes – including supplier assurance.

The Railway Industry Supplier Qualification Scheme (RISQS) is the initial entry point for companies who wish to supply products and services to all main buying organisations in the rail industry, including Network Rail, Transport for London and train operators. RSSB looks after the management of RISQS supporting its board of cross-industry representatives.

Britain’s railways are crucial to the economy, and on the back of two decades of rapid growth, will expand even further to carry more people and freight in the future. Trains, infrastructure and equipment are being reinvented, renewed and rolled out, requiring a confident world class supply chain. Rail is a big buyer, relying on thousands of suppliers of every shape and size, providing a wide range of unique, critical and complex products and services.
To get this right, RSSB has an important role to play in supporting the industry to develop modernised, effective supplier assurance arrangements fit for the 21st Century railway including the development of the RISQS scheme.

The Role:

You will manage the Railway Industry Supplier Qualification Scheme (RISQS), the initial entry point for companies who wish to supply products and services to all main buying organisations in the rail industry, including Network Rail and Transport for London.

Key Responsibilities:

- Lead the development of the RISQS Business Plan, identifying initiatives that support its creation, whilst developing and maintaining programmes of work to deliver the objectives agreed by the RISQS Board.
- Specify, appoint the service provider, and manage the associated contract for supply and operation of the scheme’s information system, registration, qualification and audit of suppliers, including the progression and agreement of any changes and developments as may be required, whilst operationally ensuring that it is kept up to date and in accordance with stakeholder requirements and contracted service levels.
- Develop and as necessary administer the funding model for the RISQS scheme, constructing and proposing the annual budget for approval by RSSB and the RISQS Board to support effective delivery of scheme operations.
- Facilitate and manage all aspects of the operation of the RISQS Board, including (i) support to the chair of the RISQS Board, (ii) chairing of the RISQS User Group, (iii) arranging meetings, logistics and the subsequent drafting and compilation of meeting papers and minutes, and (iv) delivery of the relevant actions as identified by these scheme bodies.
- Draft the annual RISQS scheme stewardship report for the RSSB Board.
- Promote the scheme to suppliers, customers and other stakeholders, ensuring strict compliance by the service providers with the RISQS scheme’s communications policy.
- Manage the operation of the RISQS appeals and feedback process.
- Communicate with other schemes, regulators and relevant stakeholders to improve the efficiency and effectiveness of both the RISQS scheme and the wider GB rail supplier assurance arrangements.
Requirements

- Significant experience in the rail industry
- Good working knowledge of procurement and health and safety matters at a senior level
- Senior management experience
- Expertise in shared standards such as Railway Group Standards (RGS) and Rail Industry Standards (RIS), company standards (eg Network Rail) and familiarity with standards relevant to the supplier assurance and accreditation procedures and processes
- A detailed knowledge of the RISQS documents and procedures with significant experience of applying supplier assurance procedures
- Self-motivated, leadership skills
- Confident communication, presentation and negotiation skills
- Good organisational skills and IT literacy

You can look forward to an attractive package that includes bonus and a final salary pension scheme.

If you think you have the necessary skills and experience needed for this role and would like to join us and work for RSSB, then please email your CV and covering letter quoting reference RSSB35M3 to vacancies@rssb.co.uk

You can find out more about RSSB by visiting our website at www.rssb.co.uk