southeastern

Train Planning Graduate
Job description

You'll be someone who

- **Thinks 'What if?'** – Love to solve puzzles and work methodically to find solutions. Are keen to learn, ask lots of questions and challenge the status quo if you think differently. Can influence others to do the same and hope to be a future leader.

- **Shows you care** – Are able to work well within a team and build relationships with stakeholders throughout the business to truly understand their needs and objectives. Are purpose-driven to do your best for our customers, colleagues and communities.

- **Makes great things happen** – Can take ownership of your work and follow through from start to finish to deliver results. Show great attention to detail and can positively communicate (verbally and written) your outcomes.

We will trust you to

- **Adapt and revise train plans**: Develop efficient and effective revised train plans when factors arise that impact the normal schedule.

- **Deliver plans on time**: Use smart methods to produce revised train plans within deadlines, considering operational constraints.

- **Collaborate across teams**: Liaise and negotiate with different teams and organisations to agree on all factors affecting the train plan.

- **Master train planning tools**: Make full use of software applications that help create accurate and efficient train plans.

- **Share key updates**: Submit train plan information to relevant teams within Southeastern, following established procedures.

- **Keep records updated**: Maintain accurate records of live and historical information related to train planning tasks.

- **Grow your skills:** Stay updated on organisational, team, and industry trends, applying your knowledge to improve your work.

- **Support critical processes**: Contribute to maintaining essential data and processes that underpin train plan production.

- **Provide advice and solutions**: Work closely with the Train Planning team to address current issues, propose practical solutions, and help shape future strategies.

- **Prioritise safety and security**: Support health, safety, security, and emergency procedures across company premises and activities.

- **Drive improvement**: Play an active role in fostering teamwork and continuous improvement within Train Planning.

What you need

- A predicted 2:2 bachelor's degree in any subject from Canterbury Christ Church University or University of Greenwich (2025 graduate)

- A love for solving complex puzzles (that's basically what train planning is!)

Skills we're looking for

- Strong analytical and problem-solving skills

- Excellent written and verbal communication abilities

- Proficiency in Excel or other tools for analysing and presenting data

- Good organisational skills with an eye for detail

- Collaborative mindset and ability to work across teams

Nice to have (but not a dealbreaker)

- Experience with Microsoft 365

- Excel capabilities to support the analysis done by our Head of Train Planning

- Statistical analysis experience

Sound like you?

Click here to apply now.