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| A | | **Post Details** | | | | | | | | | | | |
|  | | Job Title: | Engineering Competence Development Specialist (Maintenance) | | | | Function: | | | Engineering | | | |
|  | | Location: | locations where required. | | | | Unique Post Number: | | |  | | | |
|  | | Reports To: | Quality & Standards Manager | | | | Grade: | | | MG1 | | | |
| B | | **Purpose of the Job** | | | | | | | | | | | |
|  | | Accountable to the Quality & Standards Manager for undertaking all vocational competence assessment of engineering staff, insuring they are conducted in accordance with Railway Group Standards and Southeastern Competence Management Systems, reporting any lapses in competence to the relevant Line Manager  Undertake wheel lathe training as necessary  Undertake / assist in incident investigations as directed by the Quality & Standards Manager  Write up and Initiate Individual Development Support System (IDSS) as required after incident  Undertake and manage coaching/mentoring of Engineering Staff as and when required.  Responsible for the mentoring & development of engineering assessors/mentors ensuring that their knowledge is to a higher standard than those they assess/peer train  Undertake Internal Quality Assurance checks | | | | | | | | | | | |
| C | | **Principal Accountabilities** | | | | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C13  C14  C15 | | Ensure competence assessments for all engineering staff, are completed to a high standard, in line with Southeastern Competence Management Systems (CMS) and industry best practice.  Undertake mentoring & development of engineering peer trainers, ensuring that their knowledge is to a higher standard than those they assess/peer train ensuring that the mentoring / training is to a high standard.  Assist the Competence Manager in identifying opportunities for the continuous improvement of the Competence Management System in line with legislation & Industry best practices.  Initiate the IDSS process, ensuring that any areas where competence is not achieved, or after incident a robust development programme is initiated and followed to redress the shortfall in competence.  Maintain accurate and up to date and auditable records to demonstrate competence assessments have been conducted in accordance with the appropriate Competence Management Systems process  Provide expert advice and support to Line Managers in matters relating to the appropriate Competence Management System training and incident investigations for engineering staff.  Maintain personal level of competence and knowledge.  Compile monthly KPI reports that indicate assessments achieved, overdue and missed (including reasons) and depot incident records.  Ensure timely notification of any lapse in Competence  Undertake / assist in incident investigation involving engineering staff, compiling detailed reports and decide on actions and recommendations based upon the findings as required.  Assist in developing & reviewing training packages to meet the needs of all Engineering colleagues in relation to rules, regulations and competence.  Produce KPI’s as agreed by the Quality & Standards Manger on the above areas of accountability. And present to senior managers, by attending local QHSE Meetings  Act as deputy to the Quality & Standards Manager as required.  Undertake other duties as required | | | | | | | | | | | |
| D | | **Safety Responsibilities** | | | | | | | | | | | |
| D1 | | This post is required to undertake SAFETY CRITICAL WORK | | | | | | Yes | | | 🗸 | No |  |
| D2 | | This is a KEY SAFETY POST or nominated deputy | | | | | | Yes | | | 🗸 | No |  |
| D3 | | The holder of this post is identified as a KEY SAFETY MANAGER | | | | | | Yes | | |  | No | 🗴 |
| D4 | | The job requires competence in PERSONAL TRACK SAFETY | | | | | | Yes | | | 🗸 | No |  |
| D5 | | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | | | Yes | | | 🗸 | No |  |
|  | |  | | | | | | | | | | | |
| D6 | | The post holder has the following specific safety responsibilities: | | | | | | | | | | | |
|  | | Carrying out Planned General Inspections of the following locations:  as directed | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| E | | **Decision making Authority** | | | | | | | | | | | |
| E1  E2 | | Make decisions based upon professional judgement and assessment evidence with regard to the ability of a person to carry out safety critical duties. Authorised to withdraw a licence to undertake engineering activities.  Decide actions and recommendation following incidents involving engineering staff | | | | | | | | | | | |
| F | | **Most Challenging and/or Difficult parts of the role** | | | | | | | | | | | |
| F1  F2  F3  F4 | | Developing assessment plans which do not put the output of a location at risk by reducing the available staff resource or incurring unnecessary overtime.  Developing effective working relationships with a wide variety of stakeholders with differing needs.  Developing innovative methods for competence assessment  Making critical decisions on the competence of engineering staff ensuring the safe operation of the depots | | | | | | | | | | | |
| G | **Person Specification** | | | | | | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.    The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85 by 18**.  All shortlisted candidates seeking promotion will be assessed against this framework.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential, unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | | | | | | | | | |
| G1 | | Experience, Knowledge & Qualifications (including any specific safety training requirements)  * Ideally a minimum 5 years’ experience in rolling stock maintenance   .   * Completed a recognised maintenance apprenticeship framework (Level 3) or equivalent. * Holder of a current licence to maintain rolling stock with no record of incident for 3 years * Must have excellent knowledge of rolling stock systems. * Must have excellent knowledge of engineering procedures and standards. * Must have good knowledge in EMS * Must hold or be working towards assessor’s qualification TAQA or equivariant * Must hold or be working towards IQA qualification level 4 * ILM level 3 or prepared to work towards * Must have attended or must attend accident investigation training course * Hold or be able to hold PTS certificate | | | | | | | | | | | | |
| G2 | | Skills (including any specific safety critical competencies)  * Good personal organisational skills * Proven ability to communicate and influence * Good numeric skills * Customer focused with strong business awareness. * Excellent computing skills and ability to use Microsoft Office computer applications * Understanding of electronic maintenance programs Systems (CMS & EMS). | | | | | | | | | | | | |
| G3 | | Behaviours Professional and business focussed outlook.  Attention to detail.  Empathetic and approachable, supportive of colleagues.  Resilient and self motivated. | | | | | | | | | | | | | |
| G4 | | **Other**  The post Holder will be required to hold a full UK driving licence. In order to drive company vehicles  . | | | | | | | | | | | | | | |
| H | | **Dimensions of role** | | | | | | | | | | | | | | | |
| H1 | | Financial – Direct: | | None | | | | | | | | | | | | | |
| H2 | | Financial – Other: | | None | | | | | | | | | | | | | |
| H3 | | Staff Responsibilities – Direct: | | None | | | | | | | | | | | | | |
| H4 | | Staff Responsibilities – Other: | | All Engineering Competence Assessors | | | | | | | | | | | | | |
| H5 | | Any Other Statistical Data: | | As defined by Engineering Competence Manager | | | | | | | | | | | | | |
| I | | **Acknowledgement** | | | | | | | | | | | | | | | |
| I1 | | Prepared By: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| I2 | | Approved By (Head of Department): | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |