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| A | **Post Details** | | | |
|  | Job Title: | Train Presentation Duty Manager | Function: | Engineering |
|  | Location: | Metro & Mainline areas | Unique Post Number: |  |
|  | Reports To: | Train Presentation Operations Manager | Grade: | MG1 |
| B | **Purpose of the Job**  To ensure that the cleaning operatives and supervisors are adhering to the relevant RAMS for any tasks and activities undertaken and ensure that all relevant safety and personal protection rules and standards are being followed. | | | |
|  | To ensure that all Southeastern trains are cleaned as to the specification of the cleaning contract and at the required frequency specified.  To liaise with Depots, cleaning locations and the cleaning location supervisors, to ensure that delivery times and delivery requirements are adhered to, to allow the cleaning activities to be undertaken as specified.  To ensure that South Eastern’s cleaning contractor is delivering the correct levels of staff and supervision to the depots and other cleaning locations, as specified in the contract and that they (the cleaning contractor) can demonstrate that their staff are adequately trained, competent and supervised to deliver the output specification as per the cleaning contract.  Take a leading role in support of the KSM’s and contract cleaning supplier in undertaking any investigations into accidents or incidents involving the contract cleaning supplier. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11 | Ensuring that the Cleaning Contractor and all relevant staff are adhering to all required safety standards, documents and processes as defined for the location and activities being undertaken. This includes relevant RAMS, unit and depot protection and any requirements relating to Personal Protective Equipment (PPE)  Undertake regular Contractor Compliance checks against all aspects of role of the Cleaning Contractor and relevant staff; including safety, competence, training and quality compliance.  Responsible for ensuring that all South Eastern locations where the cleaning contractor has staff undertaking duties, that the cleaning contractor has the correct level of staff to undertake the activities safely and that the cleaning contractor has adequate levels of supervision for that location and activities undertaken there.  Ensuring that the Southeastern Cleaning Contractor can demonstrate as required that their staff and supervisors are competent and trained to deliver the output of the cleaning contract.  Ensure that any accidents, incidents or near misses are correctly reported by the Cleaning Contractor and support the KSM or QHSE in any investigations or evidence gathering requirements.  Responsible for ensuring that the Cleaning Contract Supplier is undertaking the cleaning of trains to the specification within the cleaning contract and delivering the required levels of quality and volume as specified.  Work locally to address any issues relating to quality and minor safety concerns contractors duty Managers and Supervisors, ensuring all points raised are documented.  Work locally with the Cleaning Contractors Management and Supervision team to identify opportunities to improve safety, quality and delivery.  Support the Train Presentation Manager and Train Presentation Operations Manager at meetings as requested.  Provide information data, reports and any other documentation as required to support the Train Presentation Team.  As directed by the Train Presentation Operations Manager | | | |

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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST | Yes | **🗸** | No |  |
| D3 | This post requires SECURITY CLEARANCE | 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 | **🗸** |
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| D6 | The post holder has the following specific safety responsibilities: | | | | |
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| E | **Decision making Authority** | | | | |
| E1  E2 | Authorised to make recommendations as to rolling stock delivery to make best use of resources available to deliver the identified specification  Authorised to make recommendations to further improve the cleaning quality of trains. | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 | Responsible for ensuring that all South Eastern locations where the cleaning contractor has staff undertaking duties, that the cleaning contractor is working safely and has the correct level of staff to undertake the activities safely and that the cleaning contractor has adequate levels of supervision for that location and activities undertaken there. | | | | |
| 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 professional behaviour 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.  |  |  | | --- | --- | | G1 | Experience, Knowledge & Qualifications **Essential**   * Hold an IOSH Certificate in Safety * Should have good Basic English reading, writing and numerical skills. * Experience in the use of computer based systems such as EMS, Microsoft Word and Excel. * Customer focused with strong business awareness. * Will be required to pass Personal Track Safety * Clean UK full driving licence is essential. * PTS certification | | | | | |
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| G2 | Skills (including any specific safety critical competencies) Good statistical analysis skills.  Ability to produce clear and accurate reports and recommendations.  Excellent communication skills and the ability to influence people at all levels of the organisation.  To be able to work to tight deadlines and on own initiative.  Ability to make quick accurate decisions in the interest of the business. | | | | |
| G3 | Behaviours 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) : | | | | |
| G4 | **Other**  Training will be provided to obtain PTS certification if required | | | | |

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| I | **Dimensions of role** | | | | |
| I1 | Financial – Direct: | |  | | |
| I2 | Financial – Other: | |  | | |
| I3 | Staff Responsibilities – Direct: | |  | | |
| I4 | Staff Responsibilities – Other: | |  | | |
| I5 | Any Other Statistical Data: | |  | | |
| J | **Acknowledgement** | | | | |
| J1 | Prepared By: | Samuel Cook | | Date: | 22nd March 2022 |
| J2 | Reviewed By (Head of Department): | Simon Miles | | Date: | 22nd March 2022 |

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| **K** | **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: |  |
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