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| A | **Post Details** | | | |
|  | Job Title: | Competence and Compliance Specialist | Function: | Occupational Safety |
|  | Location: | 4ML | Unique Post Number: |  |
|  | Reports To: | Occupational Safety Delivery Manager | Grade: | MG1 |
| B | **Purpose of the Job** | | | |
|  | Working within the Safety and Environment Organisation, and responsible to the Occupational Safety Delivery Manager, for the safe reliable train operation in compliance with Railway Group Standards and the Company Standards within Passenger Services and maintaining the associated safety critical competence assessments of staff.  Conduct accidents/incidents learning reviews as directed. | | | |
| C | **Principal Accountabilities** | | | |
| **C1**  **C2**  **C3**  **C4**  **C5**  **C6**  **C7**  **C8**  **C9** | Responsible to the Occupational Safety Delivery Manager for continual competence assessment and certification process of Conductors and On-Board Managers and their related Managers who carry out Safety Critical work within the Passenger Services department. This will be in accordance with SE/WI/OPS/029 – Train Guards Management and Competence, SE/WI/OPS/018 – On Board Manager – Management and Competence, Network Rail Rule Book (GE/RT8000) and Train Movement – Medical Fitness Requirements (RIS-3452-TOM Iss1) as applicable.  Monitor and enforce the compliance of standards regarding persons engaged in Safety Critical work, taking special cognisance of the requirements of the Rule Book (GE/RT8000) and Train Movement – Medical Fitness Requirements (RIS-3452-TOM Iss1). DC Electrified Lines Rule Book Module (GE/RT8000-DC). AC Electrified Lines (GE/RT8000/AC), SE/WI/OPS/029 – Train Guards Management and Competence, SE/WI/OPS/018 – On Board Manager – Management and Competence. Incident Response Planning & Management (RIS-3118-TOM Iss2). Accident and Incident Investigation (RIS-3119-TOM Iss3) as applicable.  Responsible for the investigation of safety of the line accident and incidents involving Conductors, On Board Managers/contractors or members of the public via SE/SP/SAF/008 – Accident and Incident Reporting, Investigation and Learning Reviews**.** Introducing resulting Learning Points, recommendations for change and or coaching / mentoring as a consequence to meet Company Standards.  Responsible for the monitoring and upkeep of relevant e-CMS and paper records ensuring that the relevant Managers receive periodic updates.  Producing draft Safety, PTI and/or Operational Notices and assist in the drafting and preparation of relevant Work Instructions and Competency Standards as and when required.  Delivery of an internal quality assurance programme for Conductor and On-Board Manager depots.  Act as Occupational Health & Safety support for passenger services, demonstrating a comprehensive understanding of Southeasterns safety management system and legislation. Supporting managers in areas such as risk assessment, safe systems of work, reviewing documentation, event planning for example.  Assist in the management and delivery of health checks across Passenger services.  Specialise in specific Health & Safety discipline set out by Occupational Safety Delivery Manager. | | | |
| D | **Specific Safety Accountabilities** | | | |
| **D1**  **D2**  **D3**  **D4**  **D5**  **D6**  **D7**  **D8**  **D9**  **D10** | You have legal responsibility for yourself and the people you advise, under various items of safety and environmental legislation. Copies of all health and safety legislation and other safety documentation are kept in the Safety Reference Library.  You are required to undertake duties as directed by the Occupational Safety Delivery Manager for the purposes of:   * Providing safety advice and guidance over the telephone. * Taking any action necessary to ensure the safety of customers, workforce or contractors following a Safety of the Line incident or other safety related occurrence, i.e., ‘for cause’ Med screens, withdrawal of Safety Critical licences, or assisting at major incidents. * Ensuring that the Company Safety Certificate is not put at risk.   Before taking up your post you must meet the standard medical requirements for conductors as described in Train Movement – Medical Fitness Requirements (RIS-3452-TOM Iss1)  This post is defined as safety critical and as such you are subject to drugs and alcohol screening in accordance with the SE/SP/SAF/007 – Drugs and Alcohol.  No Planned General Inspection responsibilities have been identified for this post. However, you must ensure that substandard conditions found by you in Southeastern workplaces are brought to the attention of the appropriate line manager without delay via the Fault Reporting Procedure.  You must take appropriate action to control risks identified in the risk assessment process and assist in the risk assessment process as delegated by your manager  You must investigate all accidents/incidents in accordance with SE/SP/SAF/008 – Accident and Incident Reporting and Investigation  You must ensure appropriate action is taken as a result of recommendations that arise from investigations and inquiries, where these actions are within your area of control.  You must co-operate with Network Rail or the enforcing authority when formal inquiries are held into accidents and incidents  You must familiarise yourself with the contents of the local safety notice board  Carry out On-call duties as required | | | |

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| E | **Safety Responsibilities** | | | | |
| E1 | This post is required to undertake SAFETY CRITICAL WORK | Yes | **🗸** | No |  |
| E2 | This is a KEY SAFETY POST or nominated deputy | Yes |  | No | **🗸** |
| E3 | The holder of this post is identified as a KEY SAFETY MANAGER | Yes |  | No | **🗸** |
| E4 | The job requires competence in PERSONAL TRACK SAFETY | Yes | **🗸** | No |  |
| E5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No | **🗸** |
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| E6 | The post holder has the following specific safety responsibilities: | | | | |
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| F | **Decision making Authority** | | | | |
| F1  F2  F3  F4 | Interpretation of policies and relevant practices, trends and data, making recommendations for action.  Give recommendations to relevant objective boards on enhancements to safety that benefit passengers or employees.  Issue and withdrawal of Safety Critical Licences for Conductors and On-Board Managers.  Instigation of “For cause Med Screening” of all Passenger Services Safety Critical Staff as required. | | | | |
| G | **Most Challenging and/or Difficult parts of the role** | | | | |
| G1 | Working with cross functional teams to challenge and deliver changes in process to focus on passenger and employee experience | | | | |

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| H | **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 people  * + 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) : | | | | |
| H1 **H2**  **H3** | Experience, Knowledge & Qualifications (including any specific safety training requirements) Attainment in (or working towards) Level 3 in Mentoring and Coaching and TAQA Level 3 in Assessing Competence in the Work Environment (or equivalent: A1/L12).. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice  Comprehensive Knowledge of relevant train working techniques, rules, instructions and Railway Group and Company Safety Standards.  Must have rules competence in the following competencies Personal Track Safety (PTS), SE/WI/OPS/029 – Train Guards Management and Competence, SE/WI/OPS/018 – On Board Manager – Management and Competence. May also hold competence in SE/WI/OPS/028 – Station Operatives Management and Competence.  Fully trained upon (or working towards) Accident Investigation and Root Cause Analysis/Learning Reviews and use of Non-Technical Skills.  Competent in Microsoft Office – Word, Excel and Outlook and be familiar with the use Tablets for undertaking competence assessments.  Desirable, but not essential: NEBOSH General Certificate in Occupational Health and Safety or equivalent safety qualification (or working towards).  Skills (including any specific safety critical competencies)  Ability to work under pressure in a busy and varied environment under own initiative, and successfully adapts to changing demands and conditions.  Communication - Expresses oneself confidently and effectively. Is friendly and engages others in open, honest and productive conversations.  Planning & Organising.  Specialist Knowledge – Understands technical or professional aspects of work and continually maintains technical knowledge.  Problem Solving – Identifies potential difficulties and their causes. Generates workable solutions and makes rational judgements.  Before taking up the responsibilities of the post, your competence must be assessed and certified. The process will be one of continual assessment, proved over a three-year period and will be carried out by the Occupational Safety Delivery Manager, or nominated deputy.  You will be issued with a Southeastern Personal Identification Card, and the following licences following an assessment and a finding of ‘competent’ by a licensed assessor:  SE/WI/OPS/028 – Station Operatives Management and Competence  SE/WI/OPS/029 – Train Guards Management and Competence  SE/WI/OPS/018 – On Board Manager – Management and Competence  These must be carried at all times whilst on duty and must be presented on request to any manager wishing to see them.  Behaviours  Teamwork, Sharing and Supportive – Aligns with others to deliver common goals. Shares ideas and information. Supports colleagues and works effectively with others.  Honesty and Integrity – Is transparent and honest and takes full responsibility for actions. Demonstrates confidence and courage and deals effectively with difficult situations. | | | | |
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| H4 | **Other** | | | | |
| 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: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| J2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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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: |  |
| **L** | **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: |  |