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| A | **Post Details** | | | | | | | |
|  | Job Title: | Amended Planning Specialist | Function: | Train Services | | | | |
|  | Location: | Four More London | Unique Post Number: |  | | | | |
|  | Reports To: | Amended Planning Manager | Grade: | ASG | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | Within agreed timescales, development, compilation and production of effective and efficient revised train plans in response to any factors that may affect the normal train plan.  To produce and submit appropriate information regarding the revised train plan to relevant operational and administrative personnel in a suitable format and within agreed timescales.  To liaise with other activities, both within and external to Southeastern as appropriate, in order to ensure all aspects of the revised Train Plan are taken into account. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11 | As directed, develop the most effective and efficient revised train plan to take account of any influencing factors that may affect the normal train plan.  Using the most effective and efficient methods, produce revised train plans within required timescales and taking into account existing constraints.  Liaison and negotiation with other activities and organisations to ensure that all factors and measures that may affect the production of the train plan are adequately and suitably agreed.  Effective use of software applications that assist in producing train plans.  Submit required information in relation to the train plan to relevant activities within Southeastern in accordance with established procedures.  Maintain both live and historic information and records in relation to outputs from work tasks.  Actively develop own skills, keeping abreast of relevant organisational, team and technical trends and to have the ability to apply these as appropriate.  Contribute and assist with the maintenance of critical information that supports and constrains the process of producing a train plan.  Liaise closely with all other areas of Train Planning including providing advice and support on current issues, offering realistic solutions as well as contributing to defining future strategies.  Support and engage in health, safety, emergency evacuation and security measures in respect of company premises and activities.  Contribute to all aspects of Train Planning within Southeastern including the developing and maintaining of an environment of continuous improvement and teamwork. | | | | | | | |
| 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 | **🗸** |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | N/A | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1 |  | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1 | Compilation of complex train plans in accordance with agreed timescales. | | | | | | | |

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| 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 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 are We 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   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 A basic knowledge of Southeastern service pattern and Network Rail geography.  Good education.  Understanding and appreciation of computer software systems.  ***Desirable:***  Good standard of education to GCSE level or equivalent.  Solid Train Planning experience, with a good understanding of different skills and principals required for Amended Train Plans  Comprehensive knowledge of Southeastern train service patterns and Network Rail geography. |
| G2 | Skills (including any specific safety critical competencies) |
| G3 | Behaviours Ability to evaluate and solve complex planning scenarios.  Excellent attention to detail.  Problem solving skills.  Commercial Awareness.  Well organised.  Good communication skills.  Good team player. |
| G4 | **Other** |

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| H | **Dimensions of role** | | | | | | | | | |
| H1 | Financial – Direct: | | | |  | | | | | |
| H2 | Financial – Other: | | | |  | | | | | |
| H3 | Staff Responsibilities – Direct: | | | |  | | | | | |
| H4 | Staff Responsibilities – Other: | | | |  | | | | | |
| H5 | Any Other Statistical Data: | | | |  | | | | | |
| I | **Acknowledgement** | | | | | | | | | |
| I1 | Prepared By: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| I2 | Approved By (Head of Department): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **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: |  |