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| A | **Post Details** | | | |
|  | Job Title: | Incident Investigations Specialist | Function: | Safety & Environment |
|  | Location: | International House | Unique Post Number: |  |
|  | Reports To: | Safety & Environment Performance Manager | Grade: | ASG |
| B | **Purpose of the Job** | | | |
|  | The post holder will be responsible for establishing ownership of incidents and making sure they are investigated by nominated Southeastern personnel, with particular consideration of any actions or recommendations made. Liaising with their line manager where necessary.  The postholder will be responsible for making sure that any events are logged correctly and processed in a timely manner for investigation and that these are concluded within timescales and any remedial action is identified and implementation monitored. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8 | Make sure that accident / incident investigations, reporting standards and procedures specified by company & industry policies are adhered to and that input quality targets are maintained.  Maintain the company and industry databases, making sure data is entered to the RSSB requirements for quality and timeliness.  Liaise with others within Southeastern to ensure that accidents and incidents are satisfactorily concluded and appropriate action identified.  Undertake appropriate actions to make sure the correct level of investigation takes place.  Participate in the implementation of new systems and procedures within the Safety & Environment team.  Interact with the Safety and Enviroment team to obtain expert advice where required.  Proactively seek out additional information where insufficient is provided, and work well with Southeastern colleagues to make sure data is of the highest quality available.  Order CCTV for an accident/ incident where it may be required to support the claims process. | | | |

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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 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 | | **🗸** |
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| D6 | The post holder has the following specific safety responsibilities: | | | | | | | | | | | | | |
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|  | N/A | | | | | | | | | | | | | |
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| E | **Decision making Authority** | | | | | | | | | | | | | |
| E1 | Following consultation with line manager the post holder will have the authority to make decisions relating to accident / incident investigation based on professional judgement. | | | | | | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | | | | | | | |
| F1 | Due to the size of the network operated by Southeastern, the potential for accidents and incidents is high. Whilst not all of the incidents required to deal with are under our control, they will nevertheless need to be dealt with in a fair and just system to the highest standards. And it is important that lessons learnt are used to eliminate or reduce risk of harm. | | | | | | | | | | | | | |
| 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%**.    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):  * Good level of education including passes in English and Mathematics. * RSSB SMIS training in data inputting course. * Experience in Word and Excel. * A D Little accident investigation training * Knowledge of Southeastern’s reporting processes and systems. * Knowledge of railway operations. | | | | | | | | | | | | | |
| G2 | Skills (including any specific safety critical competencies)  * Excellent attention to detail. * Well organised, and keen to learn and develop. * Proactive approach to work and workload. * Excellent communication skills with the ability to communicate effectively with all levels of the organisation. * A high level of accuracy and a drive for continuous improvement. * Professionalism – interacts with others in a supportive, productive, way. | | | | | | | | | | | | | |
| G3 | Behaviours  * Communication – Expresses oneself confidently and effectively, questioning others to establish facts and ensure messages have been understood correctly. * Collaborative , self-motivated, and willing to work as part of a team * Persuasive, presents the key points of an argument persuasively. * Negotiation - convinces others and influences decisions. | | | | | | | | | | | | | |
| G4 | **Other**  This is a key role in the recording and management of accidents and incidents. A role that requires a person who is able to establish strong relationships collaborating with others who are often not based at the same geographical location. | | | | | | | | | | | | | |
| H | **Dimensions of role** | | | | | | | | | | | | | |
| H1 | Financial – Direct: | | | |  | | | | | | | | | |
| H2 | Financial – Other: | | | | Responsible for the maintenance and creation of Knowledge Assets | | | | | | | | | |
| 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: | |  | |