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| A | **Post Details** |
|  | Job Title: | Traincrew Rosters Team Administrator | Function: | Train Services |
|  | Location: | FBC | Unique Post Number: |  |
|  | Reports To: | Roster Team Manager | Grade: | ASG |
| B | **Purpose of the Job** |
|  | The purpose of this job is to * provide administrative support to the Traincrew Roster Team
* help co-ordinate resource requirements and collate data by project
* assist the teams liaise with the appointed team representatives from Finance, HR, other teams in Train Services, Access Contracts, Performance, Communications, Passenger Services, and Engineering to ensure that activities are completed to schedule, risks are noted and mitigations planned.
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| C | **Principal Accountabilities** |
| C1C2C3 | Provide general support for the Traincrew Roster Team Managers* Maintain accurate, accessible records for all Key Stake Holders within the business.
* Collate material for input to progress reports as required by the teams;
* Manage the documentation – ensuring all documents are filed in an orderly fashion online;
* Process Medicals and Taxi requirements;
* Manage the Sick, Off track and vacancies board and spread sheets;
* Maintain statistical data that informs the current situations of each depot/location.

Assist the members of the teams with various activities including:* Monitor actions and update action lists;
* Collate reason for costs, required supporting information (staff; direct and indirect costs) associated with the various release of crews;
* Collate risks and issues and help to manage mitigations.

Liaise with all Southeastern teams:* Working with team members, help to ensure that all activities are completed to schedule, risks are noted and mitigations planned;
* Assist with co-ordinating activities with other areas with the business, specifically Resource Centre and medical bookings.
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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: |
|  | Not applicable |
| E | **Decision making Authority** |
| E1 | Significant costs and impacts on passengers to be collated  |
| F | **Most Challenging and/or Difficult parts of the role** |
| F1F2F3F4 | Understanding the projects and activities at an appropriate level to help perform the duties to a high standard, reducing the workload of team members Liaising with other teams to help the interfaces run smoothlyHelping to co-ordinate team activitiesArranging meetings. |

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| G | **Person Specification** |
| **G1** | 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) :**Experience, Knowledge & Skills**An experienced administrator Knowledge of and experience working in a Train Operating Company with a good understanding of what is important to passengers and what is needed to make a team operate successfully Experience of working in a busy environment with many challenges Strong writing and computer skills, proficient with outlook, excel and word, other software including powerpoint, photoshop or adobe Illustrator preferred Communications and team working – expresses oneself confidently and effectively. Is friendly, approachable and engages others in open, honest and productive conversations. Good listener and supportive of others helping to promote a team culture. Supports colleagues and works effectively with others. A good team worker, who is thorough, understands the importance of and is able to meet deadlinesAbility to multitask, well organised and creative |
|  |   |
| G2 | Behaviours Desire to complete tasks efficientlyDemonstrates a readiness to helpQuality Orientation – Shows awareness of high standards ensuring work is completed to quality and any laid down standards are metHonesty and Integrity – is transparent and honest and takes full responsibility for actions. Flexibility and enthusiasm – successfully adapts to changing demands, conditions and scenarios. A positive ‘can do’ and enthusiastic attitude.  |
| H | **Dimensions of role** |
| H1 | Financial – Direct: |  |
| H2 | Financial – Other: |  |
| H3 | Staff Responsibilities – Direct: | None |
| H4 | Staff Responsibilities – Other: | None |
| H5 | Any Other Statistical Data: |  |
| 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: |  |