|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | **Post Details** | | | | | | | |
|  | Job Title: | Class 707 Fleet Planning Engineer | Function: | Engineering | | | | |
|  | Location: | Kent Integrated Control Centre, 1 Puddle Dock | Unique Post Number: |  | | | | |
|  | Reports To: | Planning Shift Manager | Grade: | SE5 | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | Cover all leave, absence, training days and those on other duties, of the shift based roles as requested;  Fleet Planning Engineers and Stock Maintenance Controllers  When covering the shift positions,  Plan and control all maintenance, repair and cleaning activities for the metro class 707 fleet, forecasting work availability to ensure depots have a constant workload and that depot output and rolling stock deployment meets the requirements specified by the train service plan.  Plan the repair of defects based on priority given, resource and material availability. Deliver a scheduled plan to manage all defects, taking into account impact on the operational and engineering maintenance programme  Meet the requirements for operational service ensuring trains correctly formed and safely allocated to the most effective diagrams for the purpose of optimising mileage and maintenance loads.  Provide support to the engineering planning team to improve/ design and develop processes and plans to improve the management of rolling stock.  Develop and implement contingency plans during times of service disruption, events or non availability of rolling stock. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12 | Direct and manage the actions necessary to plan and the work required to rectify on train defects On Train.  Direct and manage the actions necessary to ensure all rolling stock is delivered for maintenance in accordance with the published maintenance plan  Lead planning activity so as to maintain a credible plan for Engineering  Planning horizon; develop and issue a scheduled maintenance plan to include exams, checks, modifications, lathe, toilet and defects.  Develop and issue the daily planned lists of scheduled and unscheduled work (LoW), considering planned resource, facilities, materials and tooling constraints.  Review & prioritise unscheduled work arriving on depot so as to minimise production impact (load, plan stability).  Allocate stock to meet requirements of the operational train service within the safe operating parameters that stock serviceability and operating requirements dictate.  Organise the on time delivery of stock to locations for scheduled maintenance, defect rectification, inspection or modification.  Work closely with Kent Integrated Control Centre SE and Network Rail employees, to maximise train service availability and delivery of stock for maintenance. In times of disruption ensure close management of stock and implement contingency plans to ensure engineering schedules are delivered.  Act as the Shift based single point of contact for Stakeholders for engineering requests and advise these stakeholders of engineering requests that require stakeholders action.  Ensure the integrity of GENUIS and other appropriate systems used by engineering planning.  Provide coaching and mentoring to new staff within the shift based roles | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes | X | No |  |
| D2 | This is a KEY SAFETY POST | | | | Yes | X | No |  |
| D3 | This post requires SECURITY CLEARANCE | | | | Yes |  | No | X |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes |  | No | X |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | X |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  |  | | | | | | | |
|  |  | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1  E2  E3  E4 | The post holder will make decisions that check all trains entering passenger service are safe to do so.  The planner will make decisions that directly affect operational performance and maintenance productivity.  Develop and maintain reporting tools to monitor the plan and show performance  LOW and production performance is to be reviewed twice-daily with Stakeholders.  Deliver operational instructions to Stakeholders in the management of trains in service which ensures the delivery of units for maintenance. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1  F2  F3  F4  F5  F6  F7 | Operational priorities will tend to take precedence over maintenance requirements. Critical to this role is the need to maintain integrity of the maintenance plan. This requires the team of controllers to exercise authority over his or her plan and work with Operations to maintain stability and integrity without compromising safety, maintenance and service standards.  Produce a credible, stable and durable plan and list of work whilst considering factors such as train location, material availability, depot facilities, and production control resources.  Retaining control of fleet ensuring visibility at all times  Provide a reliable and credible planning function which meets the requirements of stakeholders.  Deliver a high standard of all round support in a timely manner, ensuring important targets are achieved.  A demanding work load dictates the need to manage and prioritise tasks, ensuring these are clearly communicated  Manage stakeholders to improve inter departmental relationship, following standards, processes and rules to reduce volatility | | | | | | | |

|  |  |
| --- | --- |
| 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 the following Southeastern values and behaviours in all potential staff and our existing staff looking for promotion …. **Our Values and Behaviours**  Our Values are what we believe   * We care passionately about our customers and passengers   + We put ourselves in our passenger’s shoes to do what is right for them.   + We support our colleagues to be, feel and be their best.   + We love the places we serve and do our bit for our communities and environment. * We make a 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 aim to be the best   + We move with pace, were agile and learn from everything.   + We relentlessly strive to be the best.   + We are professionals with personalities.   Along with the particular experience/knowledge, skills and behaviours relevant to the position applied for.  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 **Essential**  At least 5 years experience in an engineering, manufacturing or operational environment  Knowledge of the geographical routes and stock types operated by South Eastern  Understanding of rolling stock scheduled and unscheduled tasks.  Understanding of and assessed against the CSM 5.3 / Defective On Train Equipment List (DOTEL)  Good knowledge of I.T systems, including Nexala Equinox and Insights, Windows, Microsoft Word, Excel, P2 and GENIUS  Good knowledge of rail industry rules and regulations, particularly those appertaining to DC EMU rolling stock.  The ability to demonstrate analytical thinking and planning skills.  Excellent communication and interpersonal skills. Articulate in written and oral communication. Desirable Engineering or Operational planning background, vocational qualification  NVQ A2 coaching qualification |
| G2 | Skills (including any specific safety critical competencies)Essential Good organisational skills  Strong Communication skills with the ability to interface at all levels  Strong Team player  Highly computer literate with experience of Genius, Equinox, Microsoft applications (Word, Excel, PowerPoint)  Analytical with ability to interpret data  Assertiveness, strong influencing skills  Proven experience of working in team working in a 24/7 critical operational environment  Develop and maintain personal integrity and credibility Desirable Presentation skills |
| G3 | Behaviours Develop and maintain personal integrity and credibility |
| G4 | **Other**  **Roster**  The person in this role will be expected to be flexible in their availability; however this will not be to the deportment of work life balance.  For clarity; The post holder will be allocated duties on a four on, four off, ten hour shift basis.  Short notice staff absence may require allocated duties to be altered at short notice, less than four (4) days; this would be normally agreed with post-holder.  To enable the post holder to be flexible in their roster, a company mobile will be provide for shift managers to contact them at short notice.  **Training**  Will be required to attend and complete formal training to develop as coach and mentor for planning function.  Any other roles and responsibilities within the post holders competence and skills that are identified by the line manager can be undertaken by the post holder. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I | **Dimensions of role** | | | | |
| I1 | Financial – Direct: | | NIL | | |
| I2 | Financial – Other: | | NIL | | |
| I3 | Staff Responsibilities – Direct: | | NIL | | |
| I4 | Staff Responsibilities – Other: | | NIL | | |
| I5 | Any Other Statistical Data: | | NIL | | |
| J | **Acknowledgement** | | | | |
| J1 | Prepared By: | Planning Shift Manager | | Date: | Oct 2020 |
| J2 | Approved By (Engineering Planning Manager) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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: |  |