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| A | **Post Details** | | | | | | | |
|  | Job Title: | Train Presentation Coordinator | Function: | Engineering | | | | |
|  | Location: | Gillingham | Unique Post Number: |  | | | | |
|  | Reports To: | Train Presentation Manager | Grade: | ASG | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | To ensure that the units that are reported for Train Presentation issues, including graffitied units, non-operational toilets and environmental issues are recorded and dealt with as rapidly as possible on a 24/7 basis, through liaising with the Engineering Planning Team.  To undertake daily review of the Train Presentation App and inform all depot and siding locations of CET and train servicing requirements that are either overdue or non-operational and require attention.  To ensure that cleaning activities are tracked and recorded and generate the appropriate reports for the Contract Operation and Train Presentation Manager. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10 | Responsible for ensuring that any unit that has no working toilet available is planned back to a toilet servicing location as quickly as possible, through working with the Engineering Planning Team.  Responsible for ensuring that any reported graffiti is planned back to a facility that has the capabilities to remove the graffiti. The units need to be planned with the cooperation of the Engineering Planning Team  Ensuring that the Train Presentation App is reviewed every shift and depot and siding lists of work are generated in relation to train servicing activities that are required to be undertaken for each location  Ensure by communication with all depots and sidings is undertaken to ensure that all planned train servicing activities are undertaken as required.  Ensure that all train servicing and cleaning activities are recorded by the relevant depots, yard teams and/or operatives to maintain real time train presentation data status.  Ensure that all units requiring ‘special cleaning’ as identified by the Train Presentation Manager are delivered and cleaned to the identified/required specification. This includes fatality cleaning and specialist toilet cleaning for example.  Track all train cleaning activities and work with the Engineering Planning Team to deliver heavy clean requirements for depots.  Generate daily, weekly and periodic data that demonstrates train presentation metrics including; weekly number of non-operational toilets, number of units with graffiti/graffiti removed, units overdue tanking/CET and cleaning activities. Gather any additional supporting information, as requested by the Train Presentation Manager.  When required interrogate EMS and ‘Genius’ computer based systems as well as other control systems such as CC control. Also, operation of both Intranet and internet systems are key for information transfer.  Ensure that any new train presentation documentation (RAMS, process maps etc) are uploaded to the SE Wiki on conjunction with the document control process. | | | | | | | |
| 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 | Authorised to make recommendations as to rolling stock delivery to make best use of resources available to deliver the identified specification | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1 | Responsible for ensuring that all units with defective toilets or units that have been graffitied have a clear plan in place for repair/removal. | | | | | | | |

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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 and professional behaviour 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 by 18**.  **Leading Southeastern**    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 | **Essential**   * Should have good Basic English reading, writing and numerical skills. * Experience in the use of computer based systems such as EMS, Microsoft Word and Excel. * Customer focused with strong business awareness. | | | | |
| G2 | Skills (including any specific safety critical competencies) Good statistical analysis skills.  Ability to produce clear and accurate reports and recommendations.  Excellent communication skills and the ability to influence people at all levels of the organisation.  To be able to work to tight deadlines and on own initiative.  Ability to make quick accurate decisions in the interest of the business. | | | | |
| G3 | **Behaviours** | | | | |
| G4 | **Other**  Training will be provided to obtain PTS certification if required | | | | |
| 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: |  |