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| A | **Post Details** | | | |
|  | Job Title: | Engineering Planning Manager | Function: | Engineering |
|  | Location: | One Puddledock - Blackfriars | Unique Post Number: |  |
|  | Reports To: | Head of Engineering Delivery | Grade: | MG2 |
| B | **Purpose of the Job**  To lead and motivate the Engineering Planning Team in their day to day activities and their longer term development.  To ensure that the Engineering Planning Team is effective in delivering maintenance and defective rolling stock to the various depots and locations to facilitate the required activities on the identified rolling stock. This includes managing defects and restrictions in a timely manner to ensure the fleet is compliant against DOTEL.  Responsible for the day to day delivery of rolling stock from Engineering to Passenger Services in terms of ensuring that rolling stock availability and capacity is maximised against the fleet requirements.  To ensure that the rolling stock is allocated against the Timetable requirements for passenger service and that the rolling stock is managed accordingly to deliver this on a repeatable basis.  Responsible for ensuring that the long term maintenance requirements of the rolling stock match the timetable requirements and future timetable developments reflect Engineering’s maintenance requirements.  Responsible for ensuring the fleet remains compliant against the sanding regime throughout autumn and no unit runs in traffic outside of compliance.  Responsible for ensuring that all rolling stock that is released back to Passenger Services from Engineering is compliant in terms of maintenance, defects (As identified in DOTEL) and any other engineering requirements that may exist against the fleet.  Represent Engineering at various stakeholder meetings, working with a wide range of both internal and external departments and stakeholders, with the aim of improving business process through continuous improvement. | | | |
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| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13 | Responsible for the day to day delivery of both Metro and Mainline fleet availability and capacity against the timetable requirements.  Accountable for development and delivery of “Lists of Work” that capture the maintenance and defect requirements of the Mainline and Metro fleets against the ability of the Production resource available.  Accountable for short, mid and long term plans against the Mainline and Metro Fleets. This is inclusive of Light and Heavy Maintenance, defects, projects and campaigns.  Ensure that all rolling stock on the Mainline and Metro fleets that enters Passenger Service has no outstanding defects which are restricted through DOTEL, any open Job Cards or other potential reason that would prevent that unit from entering passenger in a fit state.  To ensure that the rolling stock is allocated against the Timetable requirements for passenger service and that the rolling stock is managed accordingly to deliver this on a repeatable basis.  Responsible for ensuring that Engineering’s needs and deliverables are not exceeded by Train Planning in terms of future Timetable developments. This includes ensuring that the Depot Rules are regularly updated and communicated to Train Planning.  Ensure that all defects are managed in a timely manner as identified through Engineering Management System (EMS).  Ensure that all Mainline and Metro units in passenger service are compliant against the identified sanding regime throughout autumn.  Compile a weekly report pack against the Departments KPI’s.  Lead and motivate the Planning Team, ensuring that the Team is developed and has a succession plan identified.  Look for continued improvement to both departments and Engineering processes through engagement of stakeholders and peer groups.  Provide Fleet Recovery (FRE) On-Call assistance, as identified against the FRE Roster.  Deputise for the Head of Engineering Delivery as required. | | | |

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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes | X | No |  |
| D2 | This is a KEY SAFETY POST | Yes |  | No | X |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No | X |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes | X | No |  |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No | X |
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| E | **Decision making Authority** | | | | |
| E1 |  | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1  F2  F3  F4 | Ensuring fleet delivery on a day to day basis is maximised to meet the timetable, while balancing this off against maintenance and defect requirements..  Ensuring that the fleet released back to Passenger Services is compliant against DOTEL and does not have any issues which may prevent that unit running in traffic as identified through either DOTEL or other internal process.  Overlaying the long term maintenance plans against the development of new passenger timetables.  Ensuring compliance against the sanding requirements of the fleet during autumn. | | | | |

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| **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**    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) : | |
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| Experience, Knowledge & Qualifications **Essential**   1. IOSH qualification 2. Customer focussed with strong business awareness. 3. Good statistical analysis and numeric skills. 4. Leadership and management experience 5. Must have a good understanding of the principles of Loss Control and Modern Safety Management. 6. Proven ability to communicate and influence 7. Good personal organisational skills 8. Must have a good level of knowledge of operating procedures and standards 9. Must have a minimum of 5 years railway supervisory / management experience. 10. NVQ Level 3 in an Engineering discipline or equivalent 11. Must hold current PTS Certificate. 12. ILM level 5 13. Competent in the use of Microsoft Office software 14. Good technical understanding of all rolling stock operated by Southeastern 15. Competent in re-railing of all Southeastern leased rolling stock   **Desirable**   1. Knowledge of the terms and conditions of service for all direct reports including rosters is desirable. 2. NVQ Level 4/5 3. Knowledge of T&RS Engineering and standards 4. NEBOSH general certificate level |
| Skills (including any specific safety critical competencies)  * Ability to plan events and resources, lead a team and develop productive working relationships |
| Behaviours |
| **Other** |