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| A | **Post Details** | | | |
|  | Job Title: | Depot Delivery Manager - South | Function: | Engineering |
|  | Location: | Ashford | Unique Post Number: |  |
|  | Reports To: | Head of Engineering Delivery | Grade: | MG2 |
| B | **Purpose of the Job** | | | |
|  | To lead, direct and motivate the Engineering Outstations South team to deliver clean and defect free units onto the right diagram and in the correct formations on time.  Act as Key Safety Manager for the Engineering Outstations sites.  Act as Fleet Recovery Engineer | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13  C14 | Lead, direct and motivate all Train Movement and Engineering staff based at the Engineering Outstation locations in line with company values and behaviours.  Accountable to the Head of Engineering Delivery for ensuring that train presentation and repair activities carried out by your team meet or exceed the required outputs.  Develop effective working relationships with third party suppliers to ensure that they deliver their services in line with the contract specification Leading on behalf of Southeastern periodic cleaning performance review meetings with contractors, agreeing and tracking relevant actions based on results achieved, safety and legislative requirements, resources, work volume and quality.  Develop and implement berthing arrangements and plans to ensure that arrangements are in place to deliver units into service and receive units out of passenger service, ensuring that all units delivered to the depot are presented for required maintenance and presentation activities.  Review periodic performance against the agreed plan, identifying and implementing action plans to improve the delivery of volume and quality/accuracy outputs relating to:   * Toilet availability and CET * Cleaning volumes * Quality of cleans * Delay Minutes / Incidents and right time starts off depot * Timely delivery of units for maintenance * Engineering Staff utilisation and Effectiveness   Develop plans for the location that ensure all resources are deployed in a cost efficient and effective manner to deliver required workload, conducting out of hours and in hours operational working practices checks to identify areas of improvement.  Ensure that all employees and Train Presentation contractors are adhering to agreed working practices and instructions so that the location delivers planned outputs in a safe and efficient manner.  Ensure that you have an agreed competency assessments plan for every member of your staff that is delivered by the Competency department  Ensure all staff and contractor accidents that occur within the KSM boundaries are investigated. Assist Operational Safety Specialists and Competency Department as required during investigations.  Ensure that the material supplies held at Engineering Outstations are maintained and managed to ensure they are fit for purpose and that staff under your control correctly book out any items used.  Ensure that preparations, actions and deliverables are fully met to deliver the Seasonal Plan  Act as Key Safety Manager for all Engineering Outstations South sites which includes responsibility for risk assessments, authorised walking routes, visitors and contractors, fire precautions, security, first aid, local emergency plans and asbestos management  Act as Fleet Recovery Engineer providing an “on call” service.  Deputise for the Depot Delivery Manager-North Key Safety Manager (KSM) responsibilities as required. | | | |

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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 for Outstations South Depots   * Accountable Key Safety Manager. * Ensuring Planned General Inspections are carried out * Appointment of a Fire Precautions Manager * Ensuring there is a local Emergency plan in place * Implementing the Winter Precautions plan when required * Ensuring Local Inductions are carried out and recorded * Weekly Safety checks are carried out. * Ensure Risk Assessments and Method statements are available for all activities. | | | | | | |
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| E | **Decision making Authority** | | | | |
| E1 | Make decisions based upon professional judgement on the most effective way for Southeastern to improve its safety management and productivity with regards to the delivery of units for train cleaning and maintenance activities whilst meeting the service requirements on a daily basis and delivering seasonal resilience for all fleets. | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1  F2  F3 | Developing local delivery plans that are flexible for the changing needs of the business.  Developing effective working relationships with a wide variety of stakeholders with differing needs.  Developing and delivering a project plan to deliver a successful autumn season. | | | | |

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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**    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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| G1 | Experience, Knowledge & Qualifications **Essential**   1. IOSH qualification 2. Customer focussed with strong business awareness. 3. A1 assessor qualification 4. Good statistical analysis and numeric skills. 5. Leadership and management experience 6. Must have a good understanding of the principles of Loss Control and Modern Safety Management. 7. Proven ability to communicate and influence 8. Good personal organisational skills 9. Must have a good level of knowledge of operating procedures and standards 10. Must have a minimum of 3 years railway supervisory / management experience. 11. NVQ Level 3 in an Engineering discipline or equivalent 12. Must hold current PTS Certificate. 13. ILM level 5 14. Competent in the use of Microsoft Office software 15. Good technical understanding of all rolling stock operated by Southeastern 16. 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 |
| G2 | Skills (including any specific safety critical competencies)  * Ability to plan events and resources, lead a team and develop productive working relationships |
| G3 | Behaviours |
| G4 | **Other** |

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| I | **Dimensions of role** | | | | |
| I1 | Financial – Direct: | |  | | |
| I2 | Financial – Other: | |  | | |
| I3 | Staff Responsibilities – Direct: | | 50-70 Shunting staff  10 supervisory/management staff | | |
| I4 | Staff Responsibilities – Other: | | 60-80 3rd party contractors | | |
| I5 | Any Other Statistical Data: | |  | | |
| J | **Acknowledgement** | | | | |
| J1 | Prepared By: | S. Miles | | Date: |  |
| J2 | Approved By (Head of Department): | M Johnson | | 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 nominated deputy: |  | Signature: |  | Date: |  |