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| A | **Post Details** | | | |
|  | Job Title: | Metro Delivery Manager | Function: | Engineering |
|  | Location: | Slade Green | Unique Post Number: |  |
|  | Reports To: | Engineering Planning Manager | Grade: | MG2 |
| B | **Purpose of the Job** | | | |
|  | Undertake the lead role in the coordination of planned maintenance activities at Slade Green and Gillingham maintenance depots for the Metro fleet.  Work in conjunction with the Mainline Delivery Manager to ensure that the maintenance requirements of the 376 fleet are delivered to suitable maintenance locations.  Responsible for the day to day delivery of the Metro fleet from Engineering to Passenger Services in terms of ensuring that rolling stock availability and capacity is maximised against the fleet requirements.  Interface with a wide range of both internal and external departments and stakeholders to ensure all work streams are coordinated effectively with minimal impact on engineering planned activities and to ensure supplier delivery requirements are met.  Responsible for creating and delivering long term maintenance plans for the rolling stock to match the timetable requirements and future timetable developments that reflect Engineering’s maintenance activities. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11 | Accountable for the delivery of planned maintenance activities to their respective maintenance locations.  Accountable for the planning and delivery of heavy maintenance activities  Accountable for all wheel-turning activities ensuring that unit downtime is kept to a minimum and all work is completed in accordance with specifications.  Responsible for acting as an interface between Engineering Planning and ROSCO’s.  Responsible for acting as the interface between Engineering Planning and Train Planning to ensure planned timetable alterations do not impact on maintenance delivery requirements  Responsible for attending Metro Quality and Safety meetings and feeding back issues from it.  Review plans, produce KPI’s, identify causes of non-compliance and develop them further, with appropriate parties, improvement to planning systems and associated production activities.  Act as point of contact between Production and Planning through the Depot Delivery Managers  Deputise for the Engineering Planning Manager.  Responsible for acting as an interface between Engineering Planning and Passenger Services  Act as Fleet Recovery Engineer on an on-call roster. | | | |

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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 or nominated deputy | Yes |  | No | **🗸** |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | 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: | | | | |
|  | * None | | | | |
| E | **Decision making Authority** | | | | |
| E1 | Line Management of the Engineering Planning Team | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 | Fleet forecast delivery | | | | |

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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 behaviours 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%**.    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) : |
| G1 | Experience, Knowledge & Qualifications  1. Customer focussed with strong business awareness. 2. Good statistical analysis and numeric skills. 3. Leadership and management experience 4. Must have a good understanding of the principles of Loss Control and Modern Safety Management. 5. Proven ability to communicate and influence 6. Good personal organisational skills 7. Must have a good level of knowledge of operating procedures and standards 8. Must have a minimum of 5 years railway supervisory / management experience. 9. NVQ Level 3 in an Engineering discipline or equivalent 10. Must hold current PTS Certificate. 11. ILM level 3 12. Competent in the use of Microsoft Office software 13. Good technical understanding of all rolling stock operated by Southeastern 14. Competent in re-railing of all Southeastern leased rolling stock |
| G2G3 | **Desirable**   1. NVQ Level 4/5 2. Knowledge of T&RS Engineering and standards 3. IOSH qualification 4. ILM level 5  Skills (including any specific safety critical competencies)  1. Planning and delivery skills. 2. Excellent communication skills with the ability to communicate at all levels. 3. Leadership skills and the ability to motivate others. 4. Commercial Awareness. 5. Professionalism |
| G4 | Behaviours Company values and behaviours to be demonstrated at all times |
| G5 | **Other** |