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| A | **Post Details** |
|  | Job Title: | Permanent Timetable Resources Specialist | Function: | Train Services |
|  | Location: | Four More London | Unique Post Number: |  |
|  | Reports To: | Permanent Timetable Resources Manager | Grade: | MG1 |
| B | **Purpose of the Job** |
|  | Responsible for the production, development and stakeholder agreement of permanent rolling stock, and train crew resource plans that achieve or exceed both quality and efficiency targets. |
| C | **Principal Accountabilities** |
| C1C2C3C4 | Produce permanent train crew and rolling stock diagrams, which meet timetable and business specifications, for each permanent timetable change, using software systems as necessary.Ensure the permanent resource plans meet agreed production deadlines in conjunction with other tasks associated with permanent resource planning and the wider Train Planning department as directed by the Permanent Resource Planning Manager.Identify and Maintain regular and effective communication with the Forward Timetable Development and Permanent Timetable teams to ensure that permanent resource plans accurately deliver the requirements of the business.* + 1. Ensure that appropriate work records of the work process are maintained for future retrieval in accordance with legal, business and quality assurance requirements.
		2. Set up and maintain effective communication channels with Engineering and Train Presentation Managers staff to ensure that the Rolling Stock plans conform to Maintenance and Train Presentation standards.
	1. Continuous improvement:
		1. Measure and introduce improvement actions for the efficiency and quality of permanent train crew diagrams, including accuracy of diagrams, at the various stages of production.
		2. Measure and introduce improvement actions for the cost, fatigue and accuracy of master rosters to support the process of finding the best roster for the business and train crew.
		3. Manage an ongoing assessment process to identify, introduce and measure improvement actions for permanent crew diagramming.
		4. Feedback ongoing improvements from permanent resource diagramming and master rostering to the wider planning community.
		5. Manage the review of performance reports to identify improvement areas and consequently improve the quality of future resource plans.
		6. Conduct periodic reviews of allowances and other compendium elements to ensure the accuracy of inputs to the planning process.
		7. Conduct scenario modelling to facilitate discussion and review with the Permanent team to identify improvements in train planning outputs.
		8. Ensure that the permanent resource work process conforms to the Quality Management Policy, procedures and instructions, implementing changes and corrective action in liaison with other Team Managers and the Quality Manager.
		9. Assist with the ongoing development of train planning IT systems to meet business needs, developing specifications for future products as necessary.
		10. Support initiatives in improving resource planning and deployment across the business as required.
	2. Stakeholder managing:
		1. Facilitate the review and agreement of permanent train crew diagrams with Operations representatives including trade union representatives to ensure that outputs are available in line with agreed production deadlines.
		2. Facilitate the review and agreement of master rosters with Operations representatives including trade union representatives to ensure that outputs are available in line with agreed production deadlines.
		3. Overall responsibility for establishing and maintaining effective communications to gather feedback from operations on the accuracy and effectiveness of permanent diagrams and master rosters.

Report back to operations periodically on key learnings, compendium updates, notice of changes to future diagrams and impact on establishments. |
| 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 | **🗸** |
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| D6 | The post holder has the following specific safety responsibilities: |
|  | * None
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| E | **Decision making Authority** |
| E1 | Planning / re-planning of rolling stock and train crew diagrams within the parameters agreed with the Permanent Timetable Manager, the Train Services and Passenger Services teams and the Engineering team.  |
| F | **Most Challenging and/or Difficult parts of the role** |
| F1F2 | Compilation of robust, efficient and economical resource plans, which have direct impact on the performance and cost of the Southeastern train services.Meeting the combined business needs of all departments to ensure robust train plans. |
| 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 (including any specific safety training requirements)Solid Train Planning experience, with a good understanding of train crew and rolling stock diagramming principles for Southeastern.Comprehensive knowledge of Southeastern train service pattern and Network Rail geography.Good education and ability to evaluate and solve complex planning scenarios.Experience of working within a team.Good knowledge of functionality plus understanding of workflow and sensitivities for TrainTRACS system.Good knowledge of functionality and sensitivities for Irma Master Rostering system. |
| G2 | Skills (including any specific safety critical competencies) Excellent attention to detail.Problem solving skills.Commercial awareness.Planning and organising – organises and schedules events, activities and resources.Good communication skills.Leadership skills and the ability to motivate others.Honesty and integrity Professionalism. |
| G3 | Behaviours Flexible approach to working hours to ensure deadlines can be met.Willingness to support other parts of the team and business.Tenacious approach to solving complex logical problems. |
| G4 | **Other** |

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| H | **Dimensions of role** |
| H1 | Financial – Direct: | None |
| H2 | Financial – Other: | Traincrew Establishments, Manpower and Rolling Stock Fleet Mileage Budgets. |
| H3 | Staff Responsibilities – Direct: | None |
| H4 | Staff Responsibilities – Other: | None |
| H5 | Any Other Statistical Data: | None |
| I | **Acknowledgement** |
| I1 | Prepared By: | Andrew Macey | Date: | 07/12/20 |
| I2 | Approved By (Head of Department): | Guy Horstmann | Date: | 07/12/20 |

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|  **J** | **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: |  |
| **K** | **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: |  |