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| A | **Post Details** | | | | | | | |
|  | **Job Title:** | Platform Train Interface Risk Manager | **Function:** | | Safety and Environment | | | |
|  | **Location:** | Four More London | **Unique Post Number:** | |  | | | |
|  | **Reports To:** | Head of Operational Safety | **Grade:** | | MG2 | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | Develop and supply subject matter expertise relating to company standards, procedures and working practices, focused upon Platform Train Interface (PTI) Risk, including Driver Only Operations (DOO) associated risk assessment, safety validation and implementation of the standards in to the Southeastern Safety Management System.  Conduct research and liaise with industry partners to identify good practice and ensure its application throughout Southeastern operations. The role will also monitor and audit the effectiveness of, and adherence to operational standards in relation to PTI risk.  Provide expert guidance, subject matter expertise and support to all areas of the business in relation to PTI Risk and ensure consistent application and continuous improvement of these areas of operation within Southeastern. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10 | Develop and lead delivery of the Southeastern PTI Strategy taking into account the RSSB industry strategy and intititives.  Deliver business compliance with RIS 3703 and interface with Passenger Services and Train Services to review risk assessments and method statements for dispatch and PTI risk at DOO(P) and mainline stations.  Manage the interface between Network Rail and Southeastern for PTI issues such as platform gradients, signage, campaigns and platform DOO equipment.  Develop and supply subject matter expertise relating to company standards, procedures and working practices related to Platform Train Interface (PTI) Risk including associated risk assessment, safety validation and implementation of the standards in to the Southeastern Safety Management System.  Identify PTI risk mitigation measures with colleagues (station teams, conductors, drivers) to reduce potential for harm during dispatch.  Responsible, working with the Senior Operations Inspector, for the continual review of Local Train Dispatch Plans for Stations, ensuring Station Managers are co signatories and Conductor Managers are updated.  Lead on research and liaise with industry partners to identify PTI good practice and ensure its application throughout Southeastern operations.  Participate in learning reviews and investigation into significant PTI incidents at Southeastern and support development of learning review processes applied to other PTI incidents by Passenger Services and Train Services.  Undertake unannounced train dispatch monitoring for manned dispatch to deliver improved levels of monitoring and assurance of PTI tasks.  Identify good practice from the rail industry and represent Southeastern at RSSB forums. | | | | | | | |
| 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 | | ✓ |  |  |
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| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | Safety Interface with the following external parties:   * Network Rail * ORR * RSSB * RDG * ASLEF * RMT | | | | | | | |

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| E | **Decision making Authority** |
| E1  E2 | Accountable for the interpretation of rail industry standards and other standards related to PTI and making decisions concerning their application to the Company’s operations.  Accountable for creating and reviewing internal operational standards and procedures related to PTI and making decisions concerning their application to the Company’s operations. |
| F | **Most Challenging and/or Difficult parts of the role** |
| F1  F2  F3 | Supporting delivery of PTI risk reduction through a matrix structure where the post-holder does not have line management responsibility for functions that will require to deliver actions and initiatives to reduce PTI risk.  Supporting the development of the company’s standards, processes and enhancements to station infrastructure to reduce the PTI risk.  Supporting the development of operational standards and procedures from strategic high-level rail industry standards for practical application within the Company’s instructions and the Company’s safety management system. |

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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 **the route to 85**.  **Leading Southeastern**  Leadership Model Diagram  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) Candidate for this role will need to have train operations experience and preferably an in-depth knowledge of train dispatch activities, DOO(P) operations and managing PTI Risk.  The candidate will be competent in rules and regulations, have knowledge of industry standards relating to train dispatch activities and PTI Risk, and knowledge of Southeastern operations and rolling stock.  Candidate will have experience of developing standards, procedures and briefing documents, have excellent IT skills and be able to project manage and steer working groups at a senior level, as well as being able to identify key areas for development and improvement in standards and working practices.  NEBOSH General Certificate in Occupational Health and Safety or equivalent safety qualification (or working towards).  Arthur D Little Accident and Incident Investigation or equivalent qualification. | | | | |
| G2 | Skills (including any specific safety critical competencies) Ability to work under pressure in a busy and varied environment under own initiative, and successfully adapts to changing demands and conditions.  Specialist Knowledge – Understands technical or professional aspects of work and continually maintains technical knowledge.  Problem Solving – Identifies potential difficulties and their causes. Generates workable solutions and makes rational judgements. | | | | |
| G3 | Behaviours Honesty and Integrity – Is transparent and honest and takes full responsibility for actions. Demonstrates confidence and courage and deals effectively with difficult situations.  Planning and Organising – Sets up and monitors timescales and plans. Organises own time effectively and creates own work schedules. Prioritises and prepares in advance, sets realistic timescales and provides clear guidance and progress to the appropriate people.  Communication – Speaks with conviction on key issues, using appropriate communication methods to ensure clarity and conciseness.  Investigatory skills and excellent attention to detail. | | | | |
| G4 | **Other**  Nil. | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | | Nil. | | |
| H2 | Financial – Other: | | Accidental loss, including claims, may be estimated at approximately 8% of income. Thus scope for cost improvements, through delivery of enhanced operational safety performance, is considerable. | | |
| H3 | Staff Responsibilities – Direct: | | None | | |
| H4 | Staff Responsibilities – Other: | | This post has responsibilities to support staff throughout the Company by the development and implementation of operating standards to be used for the delivery of the Company’s operations. | | |
| H5 | Any Other Statistical Data: | | Nil. | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | Colin Campbell | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | Colin Clifton | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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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: | Colin Campbell | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
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|  | Not applicable to this post. | | | | | |
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**Appendix A Operations Standards Organisation Chart**