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| A | **Post Details** | | | | | | | | | | | |
|  | Job Title: | Major Programmes  and Train Planning Support | | | Function: | | Business Development | | | | | |
|  | Location: | 4ML | | | Unique Post Number: | |  | | | | | |
|  | Reports To: | Head of Major Programmes | | | Grade: | | ASG | | | | | |
| B | **Purpose of the Job** | | | | | | | | | | | |
|  | The purpose of this job is to:   * Provide administrative support to the Major Programmes and Train Planning teams. * Help co-ordinate resource requirements and collate financial data by project. * Assist the teams in liaising across all Southeastern business functions to ensure that activities are completed to schedule, risks are noted and mitigations planned.   The Major Programmes Team delivers large enhancement and business change projects and programmes both internally and in partnership with Network Rail, the Department for Transport and other operators or third party funders. The team is responsible for delivering a series of programmes within Southeastern which include a rolling stock cascade programme, the Accessible Travel Policy Programme, and the Network Rail South East Route Upgrade programme. We are also responsible for project managing Business Change and Continuity projects such as the ‘Capacity’ project, and leading the Southeastern input into large Network Rail station development schemes.  The Train Planning Team develops and manages the timetable through the various consultation stages to deliver an efficient train service. Activities include Long Term Planning (LTP) and Short Term Planning (STP), resource planning, managing bus ordering and an information team who supplies information to ensure accurate information on services is passed to the appropriate websites and engineering posters. | | | | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | | | | |
| C1  C2  C3 | Provide general support for the Major Programmes and Train Planning teams including:   * Maintaining staff calendars, scheduling meetings, and booking rooms. * Scheduling and organising events. * Maintaining accurate, accessible records of all relevant meetings and project communications, including contributing to the project risk and issue logs. * Collating material for input to progress reports as required by the team. * Managing all documentation ensuring all team documents are filed to maintain a full audit trail, and maintaining a system to enable the whole team to do so in a timely manner. * Processing Oracle orders and sales invoices. * Managing the Major Programmes Team drive and MySoutheastern areas. * Maintaining statistical data that informs the development of timetable plans. * Undertaking any other ad-hoc duties to assist the teams in delivering activities. * Producing and supporting the team to produce team progress reports to be shared across Southeastern.   Assisting the members of the team with various activities including:   * Taking meeting notes. * Monitoring actions and updating action lists. * Collating costs, required supporting information (staff, direct and indirect costs) associated with project changes, and invoices. * Collating risks and issues, changes, dependencies or assumptions and helping to manage any mitigations.   Liaising with all Southeastern teams:   * Working with team members, help ensuring that all activities are completed to schedule, risks are noted and mitigations planned. * Assist with coordinating activities with other Train Operating Companies, and other third parties including Network Rail, Office of Rail and Road and the Department for Transport. | | | | | | | | | | | |
| 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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| E | **Decision making Authority** | | | | | | | | | | | |
| E1 | None | | | | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | | | | | |
| F1  F2  F3  F4 | Understanding the projects and activities at an appropriate level to help perform the duties to a high standard, reducing the workload of team members  Liaising with other teams to help the interfaces run smoothly  Co-ordinating team activities and arranging meetings  Maintaining accurate records and meeting notes across a variety of programmes | | | | | | | | | | | |
| G | **Person Specification** | | | | | | | | | | | |
| **G1**  **G2** | 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 by 18**.      **Leading Southeastern**  X:\hr\Career Development\Leading Southeastern\Leadership Model Diagram.jpg  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) : Experience, Knowledge & Qualifications Previous administrative experience.  Experience of working in a busy environment with many challenges.  Very high standard of communications in written and oral English.  Experience of MS Office, including creating formulas in Excel.  Desirable: Knowledge of experience working in a Train Operating Company with a good understanding of what is important to passengers and wht is needed to make a team operate successfully. Skills (including any specific safety critical competencies) Excellent written and verbal communication skills and the ability to communicate at all levels.  Friendly, approachable and engages others in open, honest and productive conversations. Good listener and supportive of others in helping to promote a team culture. A good team worker who is thorough, understands the importance of, and is able to meet all deadlines.  Excellent attention to detail.  Demonstrates a readiness to help at all levels.  Good problem solving skills.  Able to multitask, is well organised, creative and able to meet strict timescales. | | | | | | | | | | | |
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| H | **Dimensions of role** | | | | | | | | | | | |
| H1 | Financial – Direct: | | |  | | | | | | | | |
| H2 | Financial – Other: | | |  | | | | | | | | |
| H3 | Staff Responsibilities – Direct: | | |  | | | | | | | | |
| H4 | Staff Responsibilities – Other: | | |  | | | | | | | | |
| H5 | Any Other Statistical Data: | | |  | | | | | | | | |
| J | **Acknowledgement** | | | | | | | | | | | |
| J1 | Prepared By: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| J2 | Approved By (Head of Department): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 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 briefing manager: |  | Signature: |  | Date: |  |