

Post: Fleet Administration Assistant

Reports to: Head of Fleet Production

Grade: A2

Safety Status: Non-Safety Critical

Date version agreed: April 2017

Job Purpose

To provide professional administrative / clerical support to the Head of Fleet Production and the senior depot based management teams.

To administer the depots and outstations communications strategy to ensure all staff working for Depot Managers are receiving company communications as documented in the relevant procedures.

Safety Details

- | | |
|--|-------------------------------------|
| A. This job requires Security Clearance (e.g. Running of Special Trains) | <input type="checkbox"/> |
| B. The job holder is required to hold a relevant Track Safety competence (e.g. PTS) | <input checked="" type="checkbox"/> |
| C. This is a Safety Critical Work Post | <input type="checkbox"/> |
| D. This is a Key Safety Post | <input type="checkbox"/> |
| E. Reference to this job is included in West Midlands Trains' Safety Certification documents | <input type="checkbox"/> |
| F. This job Manages Employees (undertakes specific tasks indicated in the occupational & operational standards manuals) | <input type="checkbox"/> |
| G. This job Manages Locations (undertakes specific tasks as indicated in the occupational and operational standards manuals) | <input type="checkbox"/> |

Key accountabilities

- Administer the depots communication strategy as set out in the local documents.
- Own the depot induction process and induction records (this does not include carrying out inductions except for visitors meeting with the HOFM and Depot Manager).
- Administer the Managing for Attendance process to include reminders, letters, and a tracker showing compliance with the process that demonstrates the status of all staff in Asset Maintenance with regards to the MFA process, and the no absence letter process

- Provide professional note taking service for the following meetings only.
 - a) Company Council
 - b) Local Company Council
 - c) HOFDP Depot Managers Meeting
 - d) Team Away Day Meetings
 - e) Depot Managers Team Meetings
- Act as the Asset Maintenance Team central point for Accident Reports and Near Miss forms, ensuring they are filed, copied and distributed to Safety and SQEM
- Administer the Depot Based Road Vehicles to ensure they are Serviced and MOTd as required, liaise with the Leasing Company and Procurement regards repairs. Ensure Fuel Cards are available and in date
- Record the local depot safety walk rounds recording whom has done them and when, highlighting gaps in the plan.
- Order buffets and Refreshments for meetings as required
- Act as depots contact point for missing time sheets, self certs, fitness to work and sick pay claim forms
- Maintain Asset Maintenance Management annual leave tracker
- Maintain Stationary Stores to ensure Depots have adequate supply of stationary
- Ordering Point for Office Furniture, Stationary, IT Equipment, External Auditors, and Catering including away days and depot team events
- Administer the Laundry Contract raising POs and goods reciting to new starters finishers include queries and repairs
- Administer the Company and Contractor ID card process and Driving Licensing for Asset Maintenance
- Distribute internal and external post
- Maintain local staff files
- Maintain depot TV licensing
- Co Ordinate Personal development training for managers and office staff
- Staff Rewards and recognition central contact point for Asset Maintenance
- Maintain Next of Kin and Emergency contact points for Asset Maintenance staff
- Administer Reprographic equipment contracts on depot
- Administer the Asset Maintenance Birthday card process
- Recycling Cartridges
- Manage depot magazine subscriptions
- Administer new starter review process records
- Admin Fire Warden
- Raise POs and approve agency time sheets for contract labour and act as contact point for Agencies.

Dimensions

A. Financial:

Orders items using the IPROC ordering system.
Administering Contract Staff Time Sheets
Administer Overall contract

B. Staff:

None

C: Others:

None

Relationships

A: Subordinates: None

B: Superior(s): This role supports the senior depot teams (Depot Managers) but reports to the Head of Fleet Production.

C: Other Contacts:

(i) Within the Company: Depot Managers, Comms, HR, Central Admin, Purchasing, Finance, Safety.

(ii) Outside the Company: Suppliers, Contractors, Agencies, Auditors, Visitors.

Knowledge, qualifications and experience

- Working knowledge of LM Policies and Procedures
- Computer literate and familiar with Microsoft Office applications and rail industry systems.
- Excellent writing skills
- Use of Microsoft Office Software to include Word, Excel, Power Point, and Project as well as Access.
- Strong communicator
- Basic understanding of H&SAW and Environmental legislation
- HR and employment law knowledge
- Admin record keeping experience

Job Challenge(s):

- Able to build good working relationships with colleagues and suppliers.
- Good record keeper
- Forward thinking
- Note Taker at fast-moving meetings
- Self-motivated
- People person as there are many interfaces for this role
- Prioritising and time management

Name of job holder: _____

Signature of job holder: _____

Date job holder signed: _____

Signature of job holder's immediate line manager: _____