**Job Holder:**  Roster Clerk

**Grade:**

**Department:**  Commercial

**Location:**  Birmingham

**Purpose of Job**

To ensure the appropriate level of traincrew resources are available on a daily basis through robust rostering and liaise with parties as required

Handle general issues encountered by traincrew, acting as first contact and main liaison point

**Responsibilities**

* Report to Duty Traincrew Manager

**Main Tasks**

* Oversee signing on and of based traincrew in accordance with Train Operators Safety Manual
* Monitor correct provision of Drivers and Senior Conductors based at Birmingham, Coventry, Wolverhampton and Shrewsbury to meet service requirement
* Forward planning to ensure efficient working in the designated areas of responsibility, liaising as appropriate with TOU Control and other associated personnel
* Check and implement train-crew changes in accordance with short-term planning and emergency requirements
* Provision of traincrew diagrams and traincrew simplifiers for traincrew and associated staff
* Organisation of road learning and traincrew programmes for traincrews in accordance with requirement of Driver Manager, Conductor Manager and Traincrew Assistants, including maintenance of associated documents and statistics
* Responsibility of provision of all traincrew publications at Nottingham depot and the maintenance of all associated records hitherto
* Provide late, new notice case information to depots in accordance with Train Operators Safety Manual, via fax facility for posting by Drive in Charge
* Process staff reports and interviews as necessary
* Ensure all Internal Control requirements concerning areas of responsibility are met, Hidden 18 recording etc
* Traincrew Supervisors Log to be maintained daily within TOPS database and daily copies provided for Driver, Conductor and Station Managers respectively
* Joint responsibility with the Duty Traincrew Manager to ensure rostered hours are entered on traincrew timesheets prior to presentation of same to payroll section
* Check and sign traincrew timesheets and expenses in accordance with delegated authority criteria

**Experience and Knowledge required for the job**

**Person Specification**

* Good interpersonal skills
* Methodical, structured approach
* Proactive problem solver
* Self-managed/own initiative
* Excellent time-management
* Well Organised

Name of Job Holder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Job Holder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Job Holder signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Job Holder’s Line Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_