**West Midland Trains**

**Job Description**

# Job Title: Reliability & Technical Trainer Tyseley

Department: Engineering

Location: Birmingham

Grade: Management (Individual Contract)

Hours/Days: Contracted 37hrs (expected maximum 45hrs)

# Purpose of Job

To be involved in all aspects of Reliability of the Fleet of trains at Tyseley Depot., ensuring safety, environmental, quality, performance, through development and training.

To assist in managerial duties ensuring that the site is maintained in a safe, clean and tidy manner always.

To support the identification, development, delivery and evaluation of Technical Training for colleagues who require competence for the Fleet personal.

To manage any contractors who may require working on trains to confirm they are compliant.

# Responsibilities

* Reports to the Training and Development Manager and the Production Delivery Manager.
* Ensure site safety in accordance with Health and Safety at Work Act, appropriate legislation and regulations
* Deliver and support the management of technical training delivery for Projects, New fleet and Modifications.

# Main Tasks

* Offer Technical advice is given to colleagues when required and by giving assistance as required.
* Ensure work is performed in a safe manner in accordance with the Health and Safety at Work Act, applicable safety legislation and Industry rules and regulations
* Identify areas for improvement by personal checks, audits, finished work inspections, periodic checks, risk assessments, area walk rounds.
* Monitor the fleet whilst on Depot and liaise with colleagues located at Outstations or in Control to include monitoring faults and failures to identify training needs.
* Contribute to the development of the fleet in terms of reliability and improvements to the train environment by making proposals to improve these areas.
* Responsible for specific area’s and for the Inspection of premises, ensuring upkeep of cleanliness, safety precautions, accident prevention and reporting, in accordance with safety procedures and regulations**.**
* Liaise with the depot Fleet Engineer’s to discuss failure trends, Technical issues and further Training requirements for the Engineering staff
* Assist in the Management and Administration of all Training.
* Identify, research, develop materials, deliver and evaluate training.
* Ensure all paper-based records and database records are kept current and well maintained.
* Provide reports for management and Senior Management
* Liaise with Customers contacts, other departments and technical staff, attending meetings as required. Liaise with the other Depot Management staff and the Fleet Engineer’s to ensure technical projects and investigations are progressed effectively.
* Liaise with the Team Managers to ensure all colleagues are correctly inducted and trained as required by training profiles, personal reviews, and development plans.
* Ensure that for Depot Quality, Safety and Environmental Processes and Procedures, are understood by colleagues and that they work to them, by carrying out Site Inspections, In-process Inspections and audits as required by the Depot Manager
* Ensure all Contractors on site are correctly inducted and that all the correct paperwork is available to support their duties prior to them starting work on site, to include Induction, appropriate training and assessment, method statements and risk assessments, COSHH etc.
* Undertake responsibilities under local quality/safety systems and take ownership of procedures that directly relate to the post. Ensuring compliance with processes and procedures in respect of the Environmental Management System to ISO14001, Quality and Safety.
* Maintain communication lines via Fax, IT, E/MAIL, text, and phone as required, updating performance information as required, and distributing it to all stake holders.
* Assist in the actioning of incidents, accidents, and occurrences during the shift to include the investigation, the production of reports as required and carrying out any resulting actions that are required relating to said incidents, accidents, and occurrences if required.

# Experience and Knowledge required for the Job

* Experienced in Railway Vehicle Fault finding
* Experienced in delivering Training
* A high level of ability to communicate, motivate and deal successfully with people
* Experienced in Human Resource procedures
* Man-management experience and formal training, including a sound technical knowledge of Mechanical and Electrical Systems.
* ONC / HNC trained or Railway Apprentice trained.
* Work Based Assessor Qualification (or willing to be trained)
* SCWR assessed in Rail Vehicle Maintenance
* Car and Small Van driving Licence
* IOSH trained NEBOSH preferred
* Internal Auditor (or willing to be trained)
* Risk Assessor (or willing to be trained)
* First Aid at Work (or willing to be trained)
* PTS and DP certified
* RSSB Human Factors and Risk Based Analysis Trained

# Person Specification

* Excellent communicator.
* Able to operate to good effect in a multi-functional team.
* Able to prioritise tasks.
* Engaging personality.
* Driven to achieve challenging results through people

# Qualifications and Training required for the Job

* Recognised qualifications in an engineering discipline
* Able to demonstrate leadership skills and competence.
* Recognised Training Qualification at level 3 Minimum with Assessor Units.

# External and Internal Contacts

* Depot Managers
* Production Delivery Manager
* Training and Development Manager
* Team Managers
* Fleet Engineers
* ROSCOs
* Suppliers
* Customers
* Control
* Contractors
* ORR
* RSSB

# Reports Are

* Apprentices
* Mentors
* Assessor

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

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

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

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