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| **Post Details** | | | |
| **Post Job Title:** | **Acceptance Manager** | **Reports To Job Title:** | **Joint Project Manager** |
|  |  | **Function:** | **Transition Projects** |
| **Location: Various** | **Birmingham/ Newport** | **Location:** | **UK ( plus limited travel to mainland Europe)** |
| **Grade:** |  | **Safety Status:** | **Safety critical** |

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| **1..0** | **Purpose of the Job** |
|  | To ensure that the acceptance of the new DMU fleet is effectively managed and all of the relevant contractual requirements in the Manufacturing and Supply Agreement (MSA) are adhered to. Via the management of an Acceptance Engineer ensuring that the OEM delivers a product that aligns with the outputs of the design review process ,complies with the agreed design and contracted technical specification and is cognisant of the risks identified in the design phase.   * Commissioning and Acceptance (based at the depot) * Witnessing commissioning * Witnessing fault free running * Final unit inspection * Final documentation inspection * Qualified Provisional Acceptance * Close out of vehicle specific ‘Q’ issues |

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| **2.0** | **Key Accountabilities** |
| 2.1 | Management of the FAI process |
| 2.2 | Management of the Pre provisional acceptance process |
| 2.3 | Management of the (Q)PAC |
| 2.4 | Management of the Final Acceptance Process |
| 2.5 | Liaison with JPM on programme and quality |
| 2.6 | Maintain snagging list for all acceptance processes |
| 2.7 | Support supplier in on time delivery |
| 2.8 | Management of the Acceptance team |
| 2.9 | Management of the Glass case standards and other agree quality standards |
| 2.10 | Liaison with the BAU team on hand over of inspection from acceptance to routine |
| 2.11 | Proactive engagement with supplier on quality issues |
| 2.12 | Support Manufacturers with quality of sub suppliers products |
| 2.13 | Manage the observation of Type testing and conformance to design |

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| **3.0** | **Role dimensions** | |
| **Financial** | | **Staff** |
| **Direct:** No budget responsibility  **Indirect** : No budget responsibility | | Acceptance Engineer |

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| **4.0** | **Main Contacts (External/Internal)** | | |
| **Contacts** | | **Frequency** | **Purpose** |
| Joint Project Manager | | Daily |  |
| Transition and Projects Director | | As required |  |
| Owner’s representative | | Daily |  |
| Quality Assurance/Acceptance Managers | | Daily |  |
| Interface to Engineering team | | As required |  |
| Interface to Approvals | | As required |  |
| Working with other WMT Directors and WMT staff on a regular basis to obtain or supply the necessary information for business planning purposes | | As required |  |

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| **5.0** | **Experience, Knowledge & Qualifications Required** |

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| -  Essential Experience   * Demonstrable experience of a new train manufacturer and introduction in the UK * Line management experience * Quality Inspection processes for new trains, inc FAI, Acceptance, type testing. * Manufacturing processes * Good Verbal and Written communication * Glass case inspection, both writing and application * Technical understanding of how new trains work * Standards Management * Engineering knowledge – engineering qualification required * Ability to communicate and influence effectively with peers and senior leaders. * Ability to establish a course of action for self and others, managing time, resources and surrounding circumstances to deliver objectives. * Ability to lead and motivate people within own team. * Ability to manage effectively within a real time environment * Good team work, high MS word and Excel competence, ability to manage risks and understand problems * Decision maker and taker, capable of working on own initiative * Ability to work under high pressure and challenging deadlines; * Full-time availability, possibly also during late hours (especially towards the end of the project) * Ability to travel occasionally and be away from home for up to three nights per week |

**Safety & Environmental Safety Responsibility Statement**

It is the line manager’s responsibility to ensure that the post holder is fully briefed and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

## General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midland Trains employees are set out below, in sections which correspond with the West Midland Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

1. **Policy, Leadership and Resourcing**
   1. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
   2. You are responsible for attending the following safety and / or environmental related meetings:

E.g. Sustainability Action Group, SEMG

List meetings here

☐ None apply

* 1. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

1. **Employee training**
   1. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).
2. **Planned Inspections**
   1. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.
3. **Accident and incident investigation**
   1. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
   2. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.
4. **Emergency planning and Security**
   1. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
   2. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
   3. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
5. **Rules Competencies, Permits and Licences**
   1. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
   2. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
   3. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.
6. **Communications**
   1. You must ensure that you attend regular briefings which cover safety and environmental issues.
   2. You must attend any local job induction training session on your first day at a new location.
7. **Auditing and safety Check**
   1. You must ensure that substandard conditions found by you in West Midland Trains workplaces are reported to the appropriate line manager or Control without delay.
   2. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.
8. **Promotion of Environment & Safety Issues**
   1. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.
9. **Health Controls**
   1. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
   2. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
   3. You must understand and comply with the standard for Control of Asbestos.
   4. You must understand and comply with company standards for management of cases of occupational ill health.
   5. You must understand and comply with the standard for Staff Care and Support System (SCASS).
10. **Personal Protective Equipment (PPE)**
    1. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
    2. You will be issued with PPE on a personal basis.
11. **Purchasing, Procurement and Management of Contractors**
    1. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
    2. You must understand and comply with the company standard for managing contractors.
12. **Environment**
    1. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

## Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the West Midland Trains safety management system.

## Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

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| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

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| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

## Review

This statement will be reviewed annually.

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| Date Due: |  | Date Reviewed: |  | Post Holder Signature: |  | Line Manager Signature: |
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