

Class 730 Entry into Service Manager Job Description

1. Basic Details			
a. Job Title:	Class 730 Entry into Service Manager	b. Department/ Team:	Transition & Projects
c. Reports to Job title:	Class 730 JPM	d. Location:	134 Edmund Street, Birmingham
e. Grade*:	PM2	f. Safety Status*:	Non-Safety Critical
2. Role Deliverables			
a. Job Purpose*: <i>A summary to explain what the role exists to achieve.</i>	<p>The Class 730 Entry into Service Manager will support the preparation for testing and entry into service of the class 730s; acting as operations interface between the project team introducing Class 730 EMU traction to West Midlands Trains, and the WMT and external operations functions upon which the arrangements for testing and commissioning depend.</p> <p>The post-holder will own the existence, maintenance and deployment of operational processes and documents to support the introduction of Class 730 into passenger operation, to assist the subject matter experts who will conduct testing of trains and training of personnel in successfully delivering the project's specified outcomes.</p>		
b. Main Responsibilities*: <i>The main areas in which the job must get results and the end results required. List in <u>priority order</u>.</i>	<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Delivery of the workstream for the testing, commissioning and Entry in Service for the CI730, including project managing key activities, liaising with relevant subject matter experts and WMT stakeholders • Prepare operational processes and paperwork for test train operations and entry into passenger service • Review the suitability and efficacy of the processes and documents prepared for the testing and introduction to service of Class 196 traction. Identify those processes and documents which may be adopted or adapted for Class 730, and in consultation with relevant subject matter experts to prepare additional or alternative processes and documents as necessary to meet the requirements of the Class 730 project • Liaise with and specify the project's requirements from train planning, performance, resources and other operational disciplines (including those external to WMT) to deliver the resources required for test train running and entry in passenger service. • Support the teams involved with test train operation and early passenger service, collating and communicating the results of operational testing, information from passenger service, feeding back to relevant colleagues and adjusting future plans based on outcomes. • Assist with practical arrangements for the operation of test trains. • Deliver projects to agreed deadlines • Develop and delivery reports to keep stakeholders informed throughout the testing and entry into passenger service period 		

	<ul style="list-style-type: none"> Support the project governance and reporting processes within WMT, monitor progress of operational tasks, work with colleagues to find solutions where tasks are not being fully delivered on time, support the identification, mitigation and close out of risks 						
<p>c. Scope of Accountability*: <i>The degree of autonomy given to the post-holder to take initiative, take independent actions. The level depends upon direction and guidance by policies, levels of supervision.</i></p>	<p>The post holder is expected to be a self-starter and work with autonomy in response to project needs. Regular check ins are expected and will be facilitated by the JPM.</p>						
<p>3. Role Dimensions</p>							
<p>a. Direct Reports: <i>How many direct reports, their Job Title & grade?</i></p>	<p>N/A</p>						
<p>b. Resources*: <i>Help to describe the scale of the job. This may include direct budget/revenue responsibilities, data and records, size of projects, markets, products etc.</i></p>	<p>No direct or indirect financial responsibilities.</p>						
<p>c. Scope of Challenges*: <i>The level of thinking challenge to define and solve problems, guided by direction or compliance to regulations.</i></p>	<p>The Project is required to meet all mandatory governance artefacts, including cost, time and quality tolerances.</p>						
<p>d. Scope of Influence*: <i>Key internal & external</i></p>	<table border="1" data-bbox="459 1921 1469 1995"> <thead> <tr> <th data-bbox="459 1921 823 1995">Contacts</th> <th data-bbox="823 1921 1011 1995">Frequency</th> <th data-bbox="1011 1921 1469 1995">Purpose</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Contacts	Frequency	Purpose			
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<i>stakeholders and the nature of the relationships.</i>	Class 730 & 196 colleagues, including contractors	Daily	Liaison in respect of the project's operational requirements.
	Operations directorate colleagues	Daily	
	Joint PM – New EMU	As required	Update/advise on project progress and developments
	Head of Franchise Projects	As required	

4. Role Requirements

a. Essential Role requirements*: <i>This covers all technical, specialist, procedural, organisational knowledge and experience, qualifications. Consider how these are acquired and the level of competency required to perform the role effectively.</i>	Technical	Behavioural
	Excellent engagement and communication skills (both written and verbal)	Ability to work under pressure and produce accurate time critical information
	Experience of the processes involved in implementing the introduction of new traction types	Attention to detail
	Understanding of railway operational roles and their interdependencies	Desire to make a difference
	Experience of managing interdepartmentally to achieve goals	Good communication skills
	Knowledge of IT systems and packages	A self-starter, with the ability to 'hit the ground running'
	Knowledge of West Midlands Trains operations, geography, and processes	Highly organised, flexible, able to work on own initiative and as part of a team
	b. Desirable Developments in role*: <i>List the knowledge, skills, experience, qualifications and competencies that are desirable or where an individual could develop in the role to become fully competent.</i>	Essential: <ul style="list-style-type: none"> • An ability to identify problems and build relationships • Communicating with business colleagues in a language and style that they are comfortable with avoiding unfamiliar terms and references • Ability to influence stakeholders to encourage active support and mitigate resistance to project objectives • Willingness to travel within the UK to WMT locations across the network

5. Working Environment

<i>This covers both people related behaviour, and environmental working conditions.</i>	The Class 730 Entry into Service Manager is based in 134 Edmund Street, however remote home working is possible, and travel is expected to sites around the WMT Network.
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WMT is committed to ensuring fairness and equality of opportunity. Please ensure that the key skill requirements above can be measured /demonstrated and avoid listing personal attributes e.g. dynamic, enthusiastic, passionate etc, as these may isolate certain individuals. For further support please see additional line manager guidance below

Review

This statement will be reviewed annually.

Date Due:	Date Reviewed:	Post Holder Signature:	Line Manager Signature:
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Date issued: December 2019