

**Job Holder: Operations & Presentation Leader – Bletchley & Camden**

**Reports to: Depot Operations Manager**

**Grade: CAT 4**

**Safety Status: Safety Critical**

**Date version agreed: 22<sup>nd</sup> March 2021**

## 1. Job Purpose

To lead and deliver the Operational and Presentation plan by the best utilisation of resources and facilities to ensure customer requirements, quality standards and company profitability are achieved. Report and make recommendations regarding staffing levels, working arrangements and contractor compliance. Play an active role in maintaining the safety culture of the carriage sidings.

Identify opportunities to improve West Midlands Trains Operational and Presentation processes achieving customer expectations. Play an active role in continuous improvement within the carriage sidings.

Ensure all Shunters undertake the safe shunting of Traction and Rolling Stock within the depot boundary in accordance with Industry Group Standards and Depot Operating Instructions.

Ensure all Shunters undertake shunting, tanking, CET, fluid and other consumable replenishment (oils, greases, coolant, screen wash, sand etc.), where competent and control the safe movement of traction units when required. Play an active part in competence management. Assist in the training, assessing and development of all trainees.

Comply with instructions, rules and regulations. Play an active role in ensuring that traction leaves the depot on time, to plan and in correct formation.

## 2. Safety

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

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### 3. Dimensions

#### A. Financial:

None

#### B. Staff:

Reports as per organisational chart

#### C: Others:

None

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### 4. Principal Accountabilities

1. Work to the instruction of the Depot Operations Manager or Fleet Outstations Manager as directed and within competence
2. Ensure your personal safety and the safety of others at all times, report any close calls, safety opportunities and accidents/incidents through the correct process
3. Ensure all accidents/incidents and near misses are accurately reported. Play an active role in any investigation
4. Effectively create & deliver toolbox talks and briefs at applicable depot/outstation locations
5. Lead the Shunter teams, ensuring safe and compliant operational movements of all rolling stock within depot/outstation limits and comply with training, local instructions, rules and regulations
6. Ensure clear and concise communications from Shunters to Drivers and Signalmen and applicable operational standards are achieved through relevant operations checks
7. Ensure the safe delivery of all Traction and Rolling Stock for service, safe, clean and on time
8. Ensure compliance with processes and procedures in respect of the Operational Standards, Quality, Safety and Environmental Management Systems, taking remedial action where necessary
9. Undertake operational and presentation training and assessments where applicable
10. Play an active role in cost control for material usage relating to the depots. Ensure all Operations & Presentation equipment is kept in a workable and safe condition and meets current legislation. Play an active role in cost control for staff overtime and Rest Day Working
11. When required, undertake all aspects of shunting duties in accordance with the current rules and regulations as specified in the Industry Group Standard and Depot Operating Instructions
12. Carry out stock checks of Stores and arrange replenishment accordingly
13. Undertake any lower graded work, where competent, to facilitate completion of depot workloads

14. Keep the place of work clean and tidy at all times
  15. Accept future technological advancements specific to your duties and the responsibilities of their roles after due consultation and consideration within the agreed procedures, recognising any productivity improvement and with relevant training being provided
  16. Maintain your own competence and notify the or Depot Operations Manager or Fleet Outstations Manager immediately of any deficiency in competence. Actively monitor the competence of those who report to you
  17. Where required, act as the host for contractor control processes
  18. Carry out first line management actions with regards to colleagues to include RTW, MFA, Welfare and Occupational Health Referrals
  19. Support and play an active role in continuous improvement activities
  20. Report any equipment failures at the depot through the correct process
  21. Undertake any safety tours as required
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## 5. Context

### **A: Operating Environment:**

This role will consist of working shifts in an outdoor environment at a busy depot/carriage sidings

### **B: Framework and Boundaries:**

The role will control all train movements at the carriage sidings

### **C: Organisation:**

Refer to organisation chart

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## 6. Relationships

### **A: Reporting lines**

Depot operations Manager - LNR

### **B: Other Contacts:**

Other Operations & presentation Leaders, Fleet Outstations Manager – LNR, Shunters Bletchley & Camden, Traincrew, Driver Managers, Control

### **Outside the Company:**

Network Rail Signaller, third party traincrew

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## 7. Knowledge and Experience

Experience in working with Health and Safety, Quality, and Environmental policies and practices

Leadership experience ideally within a railway operational and train presentation environment is desirable

Must have an ability to communicate clearly and confidently with all levels of personnel both written and oral

Demonstrate ability to work on own initiative

NVQ Level 3 supervisory management or Institute of Leadership and Management (ILM) or previous demonstratable leadership experience is desirable

Assessors qualification is desirable

Knowledge of Rail Rules and Regulations

Good interpersonal skills

Knowledge of CoSHH is desirable

Road vehicle driving License is essential, and authority to drive Railway Service vehicles

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## 8. Job Challenge(s):

The role must work under their own initiative

Working with a cool head under times of disruption to ensure safety in the workplace and minimal disruption to our customers.

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## 9. Additional Information

(Provide any further information not included in previous sections, which it is considered would assist others to achieve a better understanding of the job)

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## 10. Sign off

**Job Holder:**..... **Date:**.....

**Manager:**..... **Date:**.....

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## Nominated Deputies

n/a