

Job Description

Head of Planning, Access and Timetable Strategy

Job Holder:

Reports to: Operations Director

Grade: PM3

Safety Status: Non-Safety Critical

Date version agreed: October 2020

1. Job Purpose

From a strategic perspective, this role is the principal commercial and planning lead for service development opportunities, including for timetable development and strategic planning initiatives named in the Franchise Agreement. The post holder will be required to lead discussions with the DfT, Network Rail, external third parties, and internal stakeholders in the development of proposals to deliver the Train Service Requirements contained in the Franchise Agreement; whilst taking advantage of opportunities, realising the benefits of network-wide rail investment programmes and developing mitigations against key franchise risk areas.

From a delivery perspective, this role will lead and direct the planning organisation for West Midlands Trains to deliver the timetable and resource plans that underpin strategic business objectives in a manner that is compliant with the Timetable Planning Rules and the Engineering Access Statement. Optimising train crew and rolling stock diagrams in line with formalised/contractual agreements and in compliance with planning rules.

3. Dimensions

A. Financial:

The role is responsible for a Train Planning budget of £2.6m, consisting of £0.9m staff costs

2. Safety Details

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|--|-------------------------------------|
| A. This job requires Security Clearance (e.g. Running of Special Trains) | <input type="checkbox"/> |
| B. The job holder is required to hold a relevant Track Safety competence (e.g. PTS) | <input type="checkbox"/> |
| C. This is a Safety Critical Work Post | <input type="checkbox"/> |
| D. This post carries out a specific role, such as Professional Head or Informed Buyer as described in West Midlands Trains Safety Certification documents | <input type="checkbox"/> |
| E. This job Manages Employees (undertakes specific tasks indicated in the occupational & operational standards manuals) | <input checked="" type="checkbox"/> |
| F. This job Manages Locations (undertakes specific tasks as indicated in the occupational and operational standards manuals) | <input checked="" type="checkbox"/> |

and £1.7m Rail Replacement.



West
Midlands
Railway



London
Northwestern
Railway

Operated by West Midlands Trains

Continued audit, planning and performance improvement – protects financial benefits through Schedule 4. Close working with the revenue team to drive forward commercial benefits from the timetable and in terms of overall performance improvement.

B. Staff:

Directly Responsible

- x1 Timetable and Resource Planning Manager
 - x1 Strategic and Long-Term Planning Manager
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4. Principal Accountabilities

- Strategic lead for the development of timetable projects in line with the train service requirements (TSR) as set out in the franchise agreement
 - Oversight of the wider team's development and delivery of timetables, rolling stock and train crew plans to ensure quality and compliance throughout the planning process
 - Development of commercial proposals for any new or additional train schemes that are required for sign off by WMT Exec and/or Abellio Board
 - Creation of business cases and identification of third-party funding mechanisms that could contribute to enhancements that are compatible with WMT's strategic business objectives
 - Execution of lobbying strategies for key third parties, including DfT, to support schemes for the benefit of the existing franchise and future operations of the West Midlands Trains franchise
 - Working with other functions within the business and the Executive Team to deliver the Planning and Execution of any Deeds of Variation to the franchise agreement.
 - Lead negotiator for quantum of paths, routes, stations, journey times and associated elements to ensure West Midlands Trains maximises its ability to operate profitably
 - Direct the team in the development and delivery of contingency timetable plans for West Midlands Trains services, ensuring that necessary resources are allocated and that such plans are agreed with WMT Exec, key internal stakeholders and Network Rail
 - Line management of the 'Timetable and Resource Planning Manager' and 'Strategic and Long-Term Planning Manager', to ensure a structure of leadership, development and succession planning within the wider team
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5. Context

A: Operating Environment:

Leadership of the planning team based within WMT HQ. The team is made up of colleagues who sit within and outside of collective bargaining arrangements.

B: Framework and Boundaries:

The nature of the collective agreements means that a detailed knowledge of terms and conditions and their implications is essential to the role. This is coupled with the need to build good working relationships and communication with line managers and union representatives across other functions with whom the planning team interface with, in order to engender employee engagement and obtain the best results.

6. Relationships

A: Reporting lines – Reports to Operations Director

7. Knowledge and Experience

- Excellent knowledge of WMT operations and geography
- A high standard of general education required with considerable experience in train planning, diagramming and operating practices including train crew conditions
- Strong evidence of building exceptional working relationships within and outside the company, particularly at peer group level and communicating constructively in a clear and concise manner
- Understanding of the mechanics of railway franchising and rail industry commercial frameworks
- Experience of dealing with Government and public bodies, along with proven negotiation skills to ensure the interests of the business are protected when dealing with major suppliers, stakeholders, customers and our principal client
- A sufficient understanding of national planning systems and train crew conditions as far as they impact diagramming/engineering planning
- Proven experience at generating and delivering strategic concepts that result in practical train service solutions
- Sufficient understanding of budget control and impact of those budgets through business cases, risk awareness and cost control
- Experience of managing diverse teams through change, developing talent and coaching others.

8. Job Challenge(s):

- An ability to make rational, realistic and sound decisions based upon analysis of the full facts and consideration of the different options and outcomes
 - An ability to respond to a wide range of complex and conflicting interests and to communicate effectively with key stakeholders in their resolution
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9. Additional Information

- Additional desirable skills for the role include:
 - Experience of project management and sponsorship
 - Ability to obtain and retain contingency guard competence (pending meeting medical and operational requirements)
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10. Sign off

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

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