

a. Job Title:	Planning Production Leader	b. Reports to Job title:	Production Planning Manager
c. Department/ Team:	Fleet	d. Location:	Tyseley
e. Proposed Grade*:	PM1	f. Safety Status*:	Safety critical

a. Job Purpose*: <i>A summary to explain what the role exists to achieve.</i>	<p>Support the Planning Manager in delivery of the WMT DMU fleet maintenance plan and other third-party work and key contracts. Also, to analyse and identify robust improvement opportunities to drive productivity, cost and efficiency.</p> <p>To manage all aspects of the fleet planning and delivery of all Level 1-5 maintenance work NDT (Non-Destructive Techniques Testing) and wheel lathe activities at the depot. You will also be leading and directing all depot colleagues to enable the production of maintained, repaired and cleaned Rolling Stock to the required standards in a safe and efficient manner.</p> <p>To work with the wider Production teams within Fleet to manage the workload of the depots to the defined maintenance plan by ensuring best utilisation of facilities and labour resource available to ensure Safety, Quality Standards and company profitability are achieved by the effective management of the production and material processes and ensure all work carried out is recorded and conducted in line with the maintenance plan.</p> <p>Make business related decisions on issues arising from contractors and third-party work on the depot to include the capacity for work for NDT mechanical testing and wheel lathe and fault-finding activities.</p>
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2. Key Accountabilities and Deliverables

a. Main Responsibilities* <i>The main areas in which the job must get results and the end results required. List in <u>priority</u> order.</i>	<p>Support the Planning Manager and Production Manager to:</p> <ul style="list-style-type: none"> • Develop a robust DMU fleet maintenance and repair plan (L4 & L5). • Plan management of engineering activities for the NDT, wheel lathe, and all maintenance programmes and engineering projects on the WMT fleet. • Liaise with Materials team and notify of material issues and exceptions which will impact on maintenance plans or projects. • Coordinate and work with Production teams to ensure resource levels within the allocated teams are at the required levels to ensure maintenance plan can be achieved. • Liaise with Training and Production team to ensure the correct allocation of resource is maintained and the correct competency levels are available to deliver safe work and meets all regulatory requirements. • Effective management and planning of defects reported in the SQR process and campaigns raised across all WMT and XC fleets to ensure they are planned for completion to specification and within set timelines. • Creating and managing of maintenance plan in line with other programmes of work, project timing and action plans related to the required engineering activities.
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JOB DESIGN OUTLINE

	<ul style="list-style-type: none"> • Working with both internal and external parties for the delivery of engineering activities on-time and to budget, this will be for the work brought in for the wheel lathe operations. • Work with Production teams and other stakeholders to agree increase of works to accommodate 3rd party level 5 maintenance work with the depot. This is achieved by developing and agreeing planning for all works with depot and commercial teams to ensure all scopes of work to be undertaken. • Work closely with WMT Contract Manager to ensure all third-party work is planned and delivered to expected levels. • Report on KPI and progress of maintenance plan activities and highlight any issues that may prevent or impact the successful delivery of plan. • To support the Planning Manager with the delivery of new strategic partnerships that lead to organisational growth; this would be working closely with 3rd parties to look at expanding the work delivered on the wheel lathe and the function of the NDT team. • Contribute to the delivery of commercial agreements with any programmes of work or 3rd party work brought onto the depot and development of further plans and projects with focus on engagement from the depot. • Support and develop maintenance plan in line with all resource levels for staffing, material and tooling for programmes of work. • Ensure all WMT work streams are completed to agreed timescales and production plan.
<p>b. 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>Responsible for:</p> <p>This role is accountable for management of long and short-term planning to ensure we meet fleet availability and reliability levels including third party services (such as XC Contract).</p> <p>There is a degree of autonomy in delivery of the plan scope in agreement with the Duty Service Delivery Manager and Technical Manager.</p>
<p>a. Financial Responsibility*: <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 financial responsibility but has a duty to deliver all aspects of the role in a timely manner at the correct quality.</p> <p>Supporting with:</p> <ul style="list-style-type: none"> • Control of material for each activity. • Management of Production staff, ensure correct resource levels can deliver on the maintenance plan. • Manage any variations with level 5 and 3rd party depot work with the allocated WMT Contract Manager.
<p>b. Non-Financial Direct Reports: <i>How many direct reports, their Job Title & grade?</i></p>	<p>No direct responsibility for a team.</p>
<p>4. Main Contacts</p>	
<p>a. Scope of Influence*: <i>Key internal & external stakeholders and the</i></p>	<ul style="list-style-type: none"> • Head of Fleet Production • Depot Manager • Production Manager

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<p><i>nature of the relationships</i></p>	<ul style="list-style-type: none"> • Planning manager • Contract Manager • DMU and EMU Technical Managers • XC Fleet Engineers • Third party user of wheel lathe (i.e. TFW, Chiltern and Network Rail)
<p>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></p>	<p><i>West Midlands Trains 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.</i></p> <p>This role requires:</p> <ul style="list-style-type: none"> • Understanding of base engineering of rolling stock. • Understanding of depot operation and planning process. • Strong planning and analytical skills. • Knowledge of the NDT and wheel lathe process. • Strong interpersonal skills.
<p>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></p>	<ul style="list-style-type: none"> • Excellent communication and negotiation skills. • ILM3 qualification. • Internal Auditor • Risk Assessor
<p>6. Framework and Boundaries</p>	
<p>a. Scope of Challenges*: <i>The level of thinking challenge to define and solve problems, guided by direction or compliance to regulations.</i></p>	<ul style="list-style-type: none"> • Delivery of planned work and flexible approach to maintain fleet availability and customer focus.
<p>b. Scope of Risk: <i>This covers the control over level of threat, risk and harm.</i></p>	<ul style="list-style-type: none"> • All traction and units not planned for their Level 1- 5 Maintenance work not completed within set time frames and requirements. • Any modifications or projects required on traction and units not planned for completion correctly. • Level 1- 5 maintenance, 3rd party, NDT and wheel lathe activities are safety critical and there is a risk in all decision making and planning for the completion of all required work.
<p>7. Organisation Environment</p>	
<p>a. Please provide an Organisation Chart</p>	<p>Section A</p>

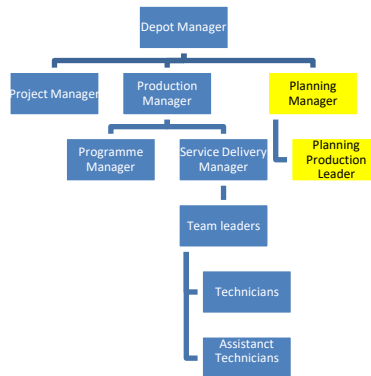
***THIS SECTION MUST BE COMPLETED TO DETERMINE SAFETY STATUS**

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

to illustrate the structure.

b. Working Environment:
This covers both people related behaviour, and environmental working conditions.

- Reports to the Production Planning Manager, Planning Manager and Planning Production Leader highlighted in yellow.



Section B

- Depot based working mainly day shift on a 0700 to 1500 type basis.
- Expected to travel to outstations and conduct out of office depot visits.

Safety Details

Additional Line Manager Guidance

1e.	Include the grade if known. If submitting for Job Evaluation, leave blank and update when the process of grading is complete.
1f.	Include the safety status if known. If the role is new to the business, leave blank and update when determined by the Safety & Environment Team.
2a.	The job purpose should describe what fundamentally the role is required to do. Consider the roles overall unique contribution to the organisation what the role is there to do; and to achieve what? and what would not get done if the role did not exist. You should keep the description short, no more than a couple of sentences, and punchy. Stick to the facts.
2b.	This is where you describe the main responsibilities in which the job holder must get results in order to achieve the Job purpose. There should normally be no more than 10 statements, shown in priority order. Do not simply produce a list of tasks or duties, but the actions that must be taken in order to get results. The role holder should be able to read them and understand exactly what is expected of them.
2c.	Describing the scope of accountability helps to define further the scope of the role and the direction available. Consider where the role holder can make decisions, within agreed processes, and where they are free to make decisions to change processes. Consider to what extent decision making impacts theirs and other areas of the organisation.
3b.	The resources factor looks at responsibility for financial and non-financial resources. Make it clear what are direct, which are likely to form part of the individuals' objectives which they are wholly responsible for delivering; and those which are indirect or shared responsibilities i.e. those which they contribute to the delivery of. You should also include scale of budgetary responsibility for the role.
4a.	Scope of influence helps to further describe the scale of the role. It is not necessary to list all stakeholders, however include those key relationships, and the role of the post holder in those relationships i.e. to lead, to understand, to negotiate, to engage etc. Do not include the role holders management responsibilities to their direct reports or to their manager.
5a.	You should list in priority order that essential knowledge, skills, experience, qualifications & competencies required for a new entrant to the role. Think about why you require previous experience, and could this be acquired in alternative ways to vocational experience? Provide alternatives to length of years' experience to demonstrate the level of required e.g. "proven" for 1-2 years; "significant" for 3-5 years; and "extensive" for 5+ years. Clarify the actual tasks and responsibilities before you start thinking about what special attributes will be needed by the person who will be fulfilling those responsibilities. Railway specific competencies can be used to help define the requirements here where there are industry standard competency requirements.
5b.	In addition to that essential knowledge, skills etc. a new entrant would bring include those additional that an individual would have to gain in the role or develop further in order to carry out the role fully. Consider what areas of support you as a manager would provide. For example, this may include knowledge of specific railway processes or products, development of leadership skills, exposure to and development of specific relationships etc.
6a.	The scope of challenges defines the complexity of problems and the extent to which the job requires analysing, evaluating, reasoning, and or drawing conclusions. Consider how much freedom to think the job holder will have, or if constrained by legislation, regulation or business policy.