



## Job Description

**JOB TITLE:** HSSS Data Analyst

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**Reports to:** HSSS Data Manager

**Grade:** PM1

**Safety Status:** Key Safety

**Date version agreed:** May 2025

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### 1. Job Purpose

To be responsible for the data contained within Safe Insights for providing assurance, analysis and reports on safety, security and sustainability information to inform West Midlands Trains decisions that affect the safety and health of the workforce.

Working with accident, incident and near miss data and the use of different systems for trend analysis and translating the data into actionable insights, with stakeholder engagement both internally and externally to deliver dashboards and reports in a timely manner.

Support the Company's compliance and management of risk, through improving data quality, providing specialist advice and support for Investigating Managers to promote improvements in the standard of investigation processes, assessing safety risk, attending workshops to share best practice, and reduce the risk exposure of WMT by effectively managing employee and public liability claims in conjunction with third party Claims Handler.

### 2. Safety Details

A; This role requires security clearance (for e.g. running of special trains)	NO
B; This role is required to hold relevant Track Safety Competence (PTS)	NO
C; This is a Safety Critical Work Post	NO
D; This is a 'Key Safety Post'	YES
E; Reference to this post is included in the Company Safety Certification documents	YES
F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	NO
G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals)	NO

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### 3. Dimensions

**A. Financial:** No direct responsibility



**B. Staff:** No direct responsibility

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#### 4. Principal Accountabilities

- Input quality and comprehensive data to the Rail Industry's Safe Insights system, and use of internal systems for reporting and action tracking to ensure West Midlands Trains remain compliant with Railway Industry Standard GE/RT8047 and all relevant safety activity.
  - Provide detailed data analysis to enable further understanding / information as required by the business to identify emerging trends and insights regarding the safety management and direction for risk control activities.
  - Work closely with HSSS Data Manager in the preparation of safety reports, relevant periodic and ad hoc internal Safety Performance Reports.
  - Review incident reports and assign all appropriate reports to Investigating Managers, maintaining oversight of completion timescales and that the process has been followed as per WMT procedures.
  - Provide support to the Safety Business Partners (SBP) for follow up of accident/incident/safety complaint responses.
  - Co-ordinate Joint Safety Committee meetings; including preparing the pack / agenda, working with the business to organise meetings, get H&S Reps released, collating topics from the H&S Reps and taking the minutes of the meeting.
  - Prepare data insights and dashboards for key safety meetings and attend on behalf of HSSS, as required.
  - Attend appropriate workshops with the RSSB, RDG and other external organisations to coordinate effectively those issues requiring joint approaches for safety issues.
  - In conjunction with the HSSS Data Manager, liaise with external legal experts and Claims Handlers and co-ordinate the provision of evidence to support the companies defence against employee and public liability injury claims and any lessons learnt / changes which may be required to WMT policies / procedures are highlighted to the Head of Safety.
  - To support the implementation of WMTs Keeping it Simple to be Safe objectives.
  - Support with the development and management of the reporting systems used by the HSSS team.
  - Monitor and maintain the departmental email inboxes; Safety and Environment and Claims Controller.
  - Provide ad hoc advice and training on internal systems for reporting and action tracking for managers.
  - Deputise for HSSS Data Manager as required.
  - Carry out general administration duties and any other duties commensurate with the role as required.
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#### 5. Context

##### A: Operating Environment:

Working within the Health, Safety, Security & Sustainability (HSSS) team, to analyse and report on data to make robust decisions that are rational equitable and defensible. The role holder will have the opportunity to engage with people from across the railway to facilitate industry collaboration and consensus.

##### B: Framework and Boundaries:



To ensure quality data inputting, ensuring compliance with industry standards and regulations.

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## 6. Relationships

### A: Reporting lines – Reports to HSSS Data Manager

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## 7. Knowledge and Experience

- Previous experience of analysing complex data, identifying trends and data insights,
- Excellent communication skills – translating data into actionable insights
- Good knowledge of office software and excel proficient, Power BI would be advantageous
- Strong attention to detail and problem-solving mindset
- Previous experience of adhering to policies, procedures and external regulations
- Previous experience of a busy and complex organisation in an administration role
- Previous experience of claims handling/management would be advantageous
- Strategic thinker
- Knowledge of the rail industry would be an advantage and ability to work in a regulated, safety critical environment
- Experience of working in a customer focused environment
- Able to work under pressure to tight deadlines
- Able to prioritise own workload
- Team player

### Desirable

- Knowledge of occupational safety and health & wellbeing management systems
  - Understanding of WMT operations and geography
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## 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 Midlands Trains employees are set out below, in sections which correspond with the West Midlands 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

- a. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
- b. You are responsible for attending the following safety and / or environmental related meetings:  
E.g. Sustainability Action Group, SEMG

List meetings here

☐ None apply

- c. You must comply with the West Midlands Trains policy on the use of mobile phones when driving on company business.

#### 2. Employee training

- a. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).



**3. Planned Inspections**

- a. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.

**4. Accident and incident investigation**

- a. 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.
- b. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.

**5. Emergency planning and Security**

- a. 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.
- b. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the Occupational Standards Manual.

**6. Rules Competencies, Permits and Licences**

- a. 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.
- b. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
- c. 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.

**7. Communications**

- a. You must ensure that you attend regular briefings which cover safety and environmental issues.
- b. You must attend any local job induction training session on your first day at a new location.

**8. Auditing and safety Check**

- a. You must ensure that substandard conditions found by you in workplaces are reported to the appropriate line manager or Control without delay.
- b. 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.

**9. Promotion of Environment & Safety Issues**

- a. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.



#### **10. Health Controls**

- a. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
- b. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
- c. You must understand and comply with the standard for Control of Asbestos.
- d. You must understand and comply with company standards for management of cases of occupational ill health.
- e. You must understand and comply with the standard for Staff Care and Support System (SCASS).

#### **11. Personal Protective Equipment (PPE)**

- a. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
- b. You will be issued with PPE on a personal basis.

#### **12. Purchasing, Procurement and Management of Contractors**

- a. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
- b. You must understand and comply with the company standard for managing contractors.

#### **13. Environment**

- a. 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 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.

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.

Signed:		Job title:	
Name:		Location:	
Date:			

### Review

This statement will be reviewed annually.

Date  
Due:

Date  
Reviewed:

Post Holder Signature:

Line Manager Signature:

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