**Job Description**

**Job Title: HS2 Train Planner**

Department: Planning

Location: 134 Edmund Street, Birmingham

Grade:

Hours/Days: 37 hours per week, Monday to Friday

# Purpose of the job

Ability to perform most disciplines within the Train Planning Unit from train timing, rolling stock diagramming to rail replacement bus timing/procurement in conjunction with HS2 enabling works and associated major project schemes. Able to understand HS2 possession strategies and their impact on West Midland Trains.

# Responsibilities

* Reports to the Engineering Access Manager
* Develop and implement the most cost effective amended train plans when track access is restricted.

# Key Accountabilities

* Specialist knowledge of the train planning process and timescales
* Ability to assertively negotiate with Network Rail over train plan validation
* Ability to develop relationships with stakeholders and fellow TOCs

# Main tasks

* Create robust train paths in conjunction with HS2 enabling works and other major engineering projects
* Diagram rolling stock efficiently and robustly in conjunction with the above
* Review impact of major possessions and advise improvements for similar, future blocks in terms of the train plan and rail replacement
* Good knowledge of Network Rail’s Engineering Access Statement, HS2 enabling works in particular, and able to represent West Midland Trains at meetings which impact our ability to run a normal service as a result of this
* Any other duties commensurate with the grade and post and as required.

# Experience & Knowledge required for the job

Competent in all aspect of the Train Planning function, notably train timing, rolling stock diagramming and rail replacement plans

Good knowledge of train planning principles & VoyagerPlan

Good knowledge of Microsoft office software

Understanding of the rail industry

Good knowledge of West Midland Trains operations and geography

Excellent influencing and communication skills

Negotiation skills

# Person Specification

* Excellent communication skills
* Team player
* Customer focused
* Methodical approach
* Attention to detail
* Able to work to tight deadlines
* Able to prioritise own and others’ workload
* Able to influence others and challenge appropriately
* Adaptable, proactive and works on own initiative
* Analytical thinker, with the ability to communicate complex planning data to line managers in a useful, understandable format
* Strategic awareness; able to seek a broad range of information to make informed decisions and ensure business success.

# Qualifications & Training required for the job

* West Midlands Trains Induction programme attendance
* Customer Care training
* Voyager Plan software training
* Training on any other software package introduced to the Planning department

# External and Internal Contacts

* West Midlands Trains planning team
* Other West Midlands Trains staff at all levels
* Network Rail Train Planning Unit
* HS2 / Engineering projects
* Other TOC’s
* Local authorities

Name of job holder:

Signature of job holder:

Date job holder signed:

Signature of job holder’s immediate line manager:

Signature of departmental Director: