

Job Holder: Depot Manager – Tyseley TMD

Reports to: Head of Fleet Production

Grade: PM2D

Safety Status: Safety Critical

Date version agreed: 30th November 2020

1. Job Purpose

To provide leadership and management of fleet maintenance servicing and repair activities, depot operations and presentation activities. This shall be done in a manner that is compliant with all applicable legislation, contractual terms and company procedures or systems.

Ensure the safety, competence and wellbeing of all colleagues, visitors, and contractors to West Midlands Railway Tyseley depot.

Assist the Head of Fleet Production as and when required, deputise for the Head of Fleet as and when required.

2. Safety Details

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

3. Dimensions

A. Financial:

Budget owner for West Midlands Railway Tyseley depot, as authorised by the Head of Fleet Production

B. Staff:

Responsible for all staff within the West Midlands Railway Tyseley depot organisation

C: Others:

None

4. Principal Accountabilities

1. Deliver outstanding leadership to ensure the safety and wellbeing of all colleagues, visitors, and contractors, through excellent leadership, communication, processes and procedures
2. Lead and drive a safety culture and behavioural change, seeking to improve staff safety and engagement
3. Ensure Safe systems of Work are in place and followed for all aspects of work within the depot
4. Ensure all accidents, incidents and near misses are reported and investigated thoroughly, ensuring lessons learned are communicated across the Fleet department through the appropriate forums
5. Ensure compliance to all Health & Safety and Environmental standards by working closely with the Safety team
6. Ensure all staff are trained and competent before being instructed to work, by ensuring that all staff receive regular and appropriate training
7. Identify and develop those with potential within the team(s) and look to develop them. Ensure the team are empowered
8. Develop and implement policies to ensure a safe working environment and adherence to technical and safety standards. Be the strategic lead, creating the depot strategy and ensuring adherence to it.
9. Lead the team(s) to deliver all targets set by the Fleet strategy
10. Champion continuous improvement activities to improve quality and efficiencies relating to train maintenance, depot operations and presentation activities. Ensure the sharing of best practice
11. Deliver Continuous Improvement of work processes and standards with the assistance of the Continuous Improvement team to achieve the quality and performance targets in line with the business in respect of servicing, maintenance, repairs and cleaning of West Midlands Railway traction and rolling stock

12. Formulate the annual budget and ensure control of all costs are within budget and all aspects of revenue are explored and met
13. Control all staff costs, ensuring Rest Day Working and Overtime are within budget
14. Undertake any Planned General Inspections as required
15. Develop, build, and lead the relationship with CAF to ensure all TSSSA obligations are fully satisfied and Class 196 train performance targets are consistently delivered
16. Assume responsibility for sickness, attendance, and disciplinary policy within the depot. Undertake disciplinary appeal hearings. Chair consultation and negotiation meetings at local level.
17. The undertaking of other activities as directed by the Head of Fleet Production to support the delivery of West Midlands Trains objectives

5. Context

A: Operating Environment:

This role will consist of working some out of hours shifts, maintaining a presence across the West Midlands Railway Tyseley depot

B: Framework and Boundaries:

As set in objectives by the Head of Fleet Production

C: Organisation:

Refer to organisation chart

6. Relationships

A: Reporting lines:

Head of Fleet Production

B: Other Contacts:

Other Depot/Outstation Managers, other members of the Fleet Production Senior Team, reports as per the organisation charts, Driver Manager, Safety Team, Human Resources, Training Team, Train Planning, Train Crew

C: Outside the Company:

Network Rail, Vintage Trains, Depot Access Agreement Operators, External Audit Bodies, ROSCO's, Service Suppliers, CAF

7. Knowledge and Experience

Extensive knowledge and experience of engineering and management, with particular emphasis on railway vehicle engineering and depot management is essential

Experience of leading a team, demonstrating strong and effective people management is essential for the role

Experience of safety, quality and technical product audits and audit techniques.

Good analytical skills

Excellent communicational skills, both written and non-written

Good IT skills, including the use of systems such as E2M and Bugle

A leadership qualification is desirable for the role, such as ILM level 5 or above

An Engineering or Technical Qualification is essential for the role, ideally at degree level

Knowledge and use of Health, Safety & Environmental legislative is essential for the role

Minimum Qualifications and Training required for the role

- West Midlands Railway employee induction
- Personal Track Safety
- Rules and regulations training
- COSHH regulations and manual handling training
- Local induction
- NEBOSH Certificate
- Leadership qualifications
- Fire Precautions Manager
- Accident & incident Investigation
- Legionella Responsible Person

8. Job Challenge(s):

To deliver the production workload safely and to plan against all specific standards. Leading the team through a safety culture change, whilst changing behaviours and empowering direct reports.

Deliver improvements to meet all set targets for safety, reliability, presentation, and availability of units.

This role will be a key part of ensuring depot facility improvements are what is required from the end user. Manage the depot through infrastructure change

The role must be self-motivated and able to react to a wide variety of situations. Ability to motivate and empower all district staff to deliver continuous improvements in work processes, productivity, and standards to meet customer expectations.

Engage with the Trade Unions at a local level

Freedom to develop the depot in the best possible way, consistent with company policy, to achieve the business objectives and the objectives laid down by the Engineering Director.

Responsible for delivering the budget agreed with the Engineering Director and Head of Production.

Responsible for ensuring that systems are in place to satisfy statutory, and company health and safety obligations and to maintain traction and rolling stock maintenance standards.

Authority to stop processes that contravene accepted health and safety standards or defined technical standards.

Ability to think laterally and identify opportunities for change and to translate strategic plans into projects that can give ownership at relevant level of organisation.

Ability to apply problem solving skills and analytical techniques to a wide range of technical, people and system problems to identify opportunities to improve performance.

9. Additional Information

This role will, fulfil an 'on call' requirement

10. Sign off

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

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

Nominated Deputies

If this is a KEY SAFETY POST (2D is "checked") a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

Job title of Nominated Deputy:

Name of Nominated Deputy:

Signature of Nominated Deputy:

Date:

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies, they should sign further copies of this Job Description.