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**Job Holder:** Network Access Manager

**Reports to:** Head of Revenue & Ticketing

**Grade:** PM2D

**Safety Status:** Non-Safety Critical

**Date version agreed:** 18 January 2020

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### 1. Job Purpose

- 1.1 To manage the various industry contractual processes to support the delivery of WMT's committed franchise obligations, including management of the Track Access Agreement with Network Rail, along with management of the Network, Station, Vehicle and Depot Change processes to support the developing objectives of the business.

### 2. Key Accountabilities

- 2.1 Responsible for management of the Track Access Agreement and for securing appropriate access rights to support the development of West Midlands Trains services.
- 2.2 Act as an informed lead for West Midlands Trains and provide appropriate advice to other senior managers on rail industry contractual processes, policy and initiatives.
- 2.3 Responsible for providing advice and inputs to Network Rail and ORR on behalf of WMT, on industry policy issues, plus future strategy and Regulatory workstreams including the Periodic Review process.
- 2.4 Provide professional support and advice to other senior managers on subjects such as Access Disputes, financial claims and industry mechanisms embedded in the Track Access Agreement such as Schedules 4 and 8.
- 2.5 Responsible for the management of Network, Station, Vehicle and Depot Change processes, working closely with other internal functions to assess the impact of Network Rail and third-party proposals, and progressing WMT's own changes to support the delivery of committed obligations.
- 2.6 Act as WMT lead for the management of commercial claims against Network Rail, including Network, Vehicle, Depot and Station Change claims plus claims for damages or loss.
- 2.7 Supervise, and provide guidance and line management responsibility for the Access Support Manager in relation to Station Change, Station Access Agreements, Minor Modifications and the setting / agreeing of Qualifying Expenditure ('QX') and Long-Term Charges, and leading the negotiation of Network Rail QX charges for each Control Period.
- 2.8 Act as WMT lead (and adviser) for progressing station and depot leases with Network Rail to support the emerging requirements of the business.
- 2.9 Secure measurable improvement in the quality and efficiency of delivery from Network Rail and other suppliers, specifically as part of the QX negotiation process and the Periodic Review.
- 2.10 Ensure West Midlands Trains is fully compliant with contractual obligations linked to the Track Access Agreement.

3.		Role Dimensions	
Financial		Non-Financial	
Responsible for the setting and agreeing annual QX and LTC charges (value circa £33m p/a)		1 direct report (see org chart)	
		Understanding of industry framework policy including Station Access Conditions, Depot Access Conditions and the Network Code	
4. Main Contacts (External/Internal) *			
Contacts		Frequency	Purpose
WMT senior managers		Daily, weekly	Updates, progress, actions
Specialists within other WMT functions		Daily	Advice and guidance
Network Rail Route Contracts team		Weekly	Updates, progression of claims and TAA applications
Other stakeholders including TOCs		Monthly and as required	Industry forums, consultation on Station, Depot and Network Change

## 5 Experience & Knowledge

- 5.1 Knowledge and understanding of national rail and relevant transport policy
- 5.2 Knowledge of national planning and Regulatory Change processes (including Network Code)
- 5.3 Knowledge of industry financial mechanisms including Schedules 4 and 8
- 5.4 Excellent levels of numeracy and literacy and attention to detail
- 5.5 Strategic thinking skills – able to anticipate policy developments
- 5.6 Understanding of Access Disputes processes
- 5.7 Strong commercial negotiation and influencing skills, and understanding of industry claims processes
- 5.8 Experience of managing stakeholders effectively for reputation and commercial benefit
- 5.9 Ability to represent WMT at senior level with external stakeholders

TBC

<b>7.</b>	<b>Authority</b>
<b>Authorised By:</b>	
<b>Departmental Director:</b>	
<b>Date:</b>	
<b>I acknowledge receipt of this job description and I confirm that I am fully conversant with its content</b>	
<b>Post Holders Name:</b>	
<b>Post Holders Signature:</b>	

\*Position in Revenue and Retail department

<b>Date:</b>	
<b>8.</b>	<b>Deputising Arrangements (if applicable)</b>
<b>I acknowledge receipt of this job description and I confirm that I am fully conversant with its content</b>	
<b>Post Holders Name:</b>	
<b>Post Holders Signature:</b>	
<b>Date:</b>	