

Timetable and Diagramming Planner STP (x4)

Job Holder:
Reports to: Amended Access Manager
Grade: PM1
Safety Status:
Date version agreed: December 2020

1. Job Purpose

This role within the Planning, Strategy and Access Team is responsible for the production of amended Rolling Stock and Train Crew Diagrams in connection with the Industry's Informed Traveller process.

This role will also assist both the Amended Access Manager, and the Amended Access Planning Assistant with the ability to time trains, check offers and produce amended Rail Replacement plans as directed.

(It is intended that this role will work together in a small team of 3 in order to deliver Amended Access Plans for 1 week in 2)

2. Safety Details

- 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 post carries out a specific role, such as Professional Head or Informed Buyer as described in West Midlands Trains **Safety Certification** documents
- E. This job **Manages Employees** (undertakes specific tasks indicated in the occupational & operational standards manuals)
- F. This job **Manages Locations** (undertakes specific tasks as indicated in the occupational and operational standards manuals)

3. Dimensions

This role will have an interface to both Fleet, Drivers and On-train.

A. Financial:

Direct influence over the growth of revenue though identification of savings in relation to both Rolling Stock and Resource utilisation.

B. Staff:

NONE

C: Others:

Role contributes to the delivery of franchise obligations.

4. Principal Accountabilities

- To produce revised Rolling Stock diagrams in support of amended timetables that balance across the locations, day/week to agreed STP Timescales.
- To produce revised train crew diagrams in support of amended timetables in accordance with agreed conditions of service and planning rules. This also includes the production of Job Cards where required to agreed STP Timescales.
- The ability to be able to create and release basic trains within Bulk Train Edit VP / Attune in order to push through to Diagramming.
- To assist in the production of Weekly Engineering Circular to the agreed timescales and format to Network Rail.
- To assist as required the Amended Access Manager and the Amended Access Planning Assistant with checking of offers from Network Rail and production of Timetables if required.
- To assist as required the Amended Access Manager and the Amended Access planning Assistant with the production of Rail Replacement bus plans.
- To support as required other areas of the Planning and Strategy team to address peaks and troughs in the overall workload for the team.
- To undertake any other reasonable duties as required.

5. Context

A: Operating Environment:

Office Based, 134 Edmund Street, Birmingham

B: Framework and Boundaries:

Detailed knowledge of WMT Diagramming parameters and associated DRI and CRI Agreements.

Knowledge of WMT Operations and Geography.

C: Organisation:

Please see organisation chart(s) at the end of the document.

6. Relationships

A: Reporting lines

This position reports to the Amended Access Manager.

This position will work closely as a small team of 3 which will be made up of 2x Timetable and Diagramming Planners (STP) and the Amended Access Planning Assistant.

B: Other Contacts:

(i) Within the Company:

This post will liaise with the Fleet Function, Resourcing/S, and Route Control.

(ii) Outside the Company:

The post liaise with Network Rail Train Planning.

7. Knowledge and Experience

- A Level or equivalent level of experience.
- Computer literacy in common applications such as Word and Excel. Knowledge of a Train Planning system and TRUST is desirable.
- A good knowledge of West Midlands Trains geography, the services which WMT run and the Rolling Stock operated by WMT.
- Ability to work flexibly, to strict timescales and under a high degree of pressure.
- Willingness to travel from time to time in order to maintain excellent working relationships with the rest of the business and to see on the ground the execution of amended plans at delivery in order to improve on future plans.

8. Job Challenge(s):

A varied role which is predominantly responsible for the delivery of Amended Access Plans including Rolling Stock and Traincrew to Informed Traveller timescales.

Ensuring that the diagrams produced whether Rolling Stock or Traincrew are deliverable for the business.

9. Additional Information

10. Sign off

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

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

Nominated Deputies

Where a post undertakes the role of Professional Head or Informed Buyer or manages Safety Critical staff 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.