

Job Holder: Depot Operations Manager - LNR

Reports to: Fleet Outstations Manager - LNR

Grade: PM1

Safety Status: Safety Critical

Date version agreed: 9th February 2021

1. Job Purpose

To provide leadership and management of depot operations staff and activities. This shall be done in a manner that is compliant with all applicable legislation, contractual terms and company procedures or systems. This shall be done by ensuring that the processes used are robust and are aligned to the requirements of Railway Group Standards and other operational statutory requirements and are effectively executed to deliver the train service, and cleaning/servicing activities in a safe and efficient manner.

Ensure the safety, competence and wellbeing of all colleagues, visitors, and contractors to London Northwestern Railway outstations.

Assist the Fleet Outstations Manager - LNR as and when required, deputise for the Fleet Outstations Manager - LNR 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:

As per delegated authority

B. Staff:

Responsible for Operational staff within the London Northwestern Railway outstations 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. Demonstrating improvements in accidents/incidents and lost time injuries
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 outstations
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. Accountable for ensuring that the training and competency of operational staff are managed effectively
7. Ensure the highest levels of depot operational performance; reduction in depot operating and planning errors and the effective delivery of the train service requirements
8. Responsible for liaising with Train Planning and Control, ensuring that the timetable aspirations align with the depot's requirements
9. Lead the team(s) to deliver all targets set against the Fleet strategy, by ensuring they are well motivated and engaged
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. Responsible for producing/updating the depot operational processes and procedures in collaboration with Operations Standards team, ensuring they are in line with all requirements of Railway Group Standards and other operational statutory requirements;

12. 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. Carry out investigations into accidents and incidents in the workplace in accordance with Safety and Standards
16. The undertaking of other activities as directed by the Fleet outstations Manager - LNR 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 London Northwestern Railway Outstations

B: Framework and Boundaries:

As set in objectives by the Fleet Outstations Manager - LNR

C: Organisation:

Refer to organisation chart

6. Relationships

A: Reporting lines:

Fleet Outstations Manager - LNR

B: Other Contacts:

Other Operations Managers, other members of the Fleet Production leadership team, reports as per the organisation charts, Driver Manager, Safety Team, Human Resources, Training Team, Train Planning, Train Crew, Property Manager

C: Outside the Company:

Viva Rail, Network Rail, Depot Access Agreement Operators, External Audit Bodies, ROSCO's, Service Suppliers

7. Knowledge and Experience

Previous experience of working in a Traction & Rolling Stock maintenance environment is desirable

Excellent operational knowledge

A detailed knowledge of the London Northwestern route

A Sound understanding of railway operating and safety standards, rules and instructions

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

Good analytical skills

Planning and organisational skills

Excellent communicational skills, both written and non-written

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

A leadership qualification is desirable for the role, such as ILM level 3 or above

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 a right time railway off our LNR depots. Leading the team through a safety culture change, whilst changing behaviours and empowering direct reports.

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

Look for improvements and collaboration regarding operational competence management systems and operational processes.

The role must be self-motivated and able to react to a wide variety of situations.

Engage with the Trade Unions at a local level.

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.