

Job Description

JOB TITLE: Fleet Operations Compliance Manager

Reports to: Head of Fleet Production

Grade: PM2

Safety Status: Safety Critical

Date version agreed: September 2021

1. Job Purpose

To provide a comprehensive and competency framework for the management of operations activities within Fleet and Commercial.

To monitor and report on compliance within that framework and ensure competence is assessed and maintained.

To assist in the audit of all activities within Fleet to ensure compliance with safety, performance, quality and environmental standards and systems.

2. Safety Detail's

A; This role requires security clearance (for e.g. running of special trains)	YES
B; This role is required to hold relevant Track Safety Competence (PTS)	YES
C; This is a Safety Critical Work Post	YES
D; This is a 'Key Safety Post'	NO
E; Reference to this post is included in the Company Safety Certification documents	YES
F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	YES
G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals)	YES

3. Dimensions

A. Financial: No direct responsibility

B. Staff: No direct responsibility

4. Principal Accountabilities

- Implement, review and update operational standards and procedures within Fleet including vehicle movements, protection of vehicles and depot protection. Seek formal sign off by the Operational Standards Specialist
- Implement, review and update the Competence Management System for all operations activities within Fleet, particularly Shunting and Designated Person activities. Seek formal sign off by the Operational Standards Specialist
- Carry out competence assessments in accordance with the Competency Management System, to ensure all Fleet and Commercial staff undertaking Shunting duties are competent to do so.
- Carry out competence assessments to ensure all Fleet and Commercial staff undertaking Designated Person duties are competent to do so.
- Carry out audits of all operational activities within Fleet.
- Produce, review and update the Fleet Operations Audit Plan.
- Monitor the close out of corrective action requests and observations from audits carried out.
- Produce, review and update risk assessments to support the movement of non-West Midlands Trains operated units, vehicles, wagons and locomotives within the depot confines
- Carry out Rule Book briefings and audits.
- Liaise with the West Midlands Trains Operations Standards department to ensure consistent application of operational standards.
- Ensure monitoring of Fleet operational safety incidents on an ongoing basis and carry out investigations into operational incidents to determine root cause and remedial actions required.
- Summarise the output from competence assessments to support basic training requirements and ongoing development.
- Provide appropriate reports and management information to enable monitoring of operational safety and audit key performance indicators.
- Ensure that all operational documentation applicable to Fleet activities is reviewed and controlled in a structured manner.
- Provide professional advice on operational matters to Fleet colleagues.
- Carry out and assist with audits of all Fleet activities as required.

5. Context

A: Operating Environment:

Responsible for the development of standards and procedures for all operations activities within fleet relating to vehicle movements and protection, particularly for Shunting and DP activities. Co-ordination with the Operational Standards Specialist to authorise procedural amendments

On Call duties as and when required.

B: Framework and Boundaries:

Responsible for audit and monitoring of Fleet operations activities at all locations to ensure compliance with all relevant standards.

Ensure compliance with all safety responsibilities as detailed in the Safety Responsibility Statement.

6. Relationships

A: Reporting lines – Reports to Head of Fleet Production

7. Knowledge and Experience

- An excellent understanding of Operational standards and Rules and Regulations.
- Computer literate and familiar with the Microsoft Office suite of applications.
- Experience of accident / incident investigation
- Experience of safety management and quality systems
- Good interpersonal and verbal communication skills.
- Excellent written communication skills including report writing.
- Good analytical skills to determine root cause.
- Organised and methodical.
- Flexible and mobile.

Qualifications and Training required for the Job

- Competent to carry out Shunting activities.
- Competent to carry out DP activities.
- Qualified to Lead Auditor standard.
- Qualified to A2 Assessor standard or equivalent.