

# JOB DESCRIPTION



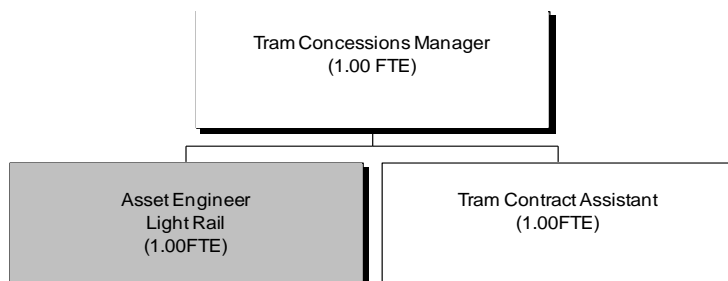
## Asset Engineer (Light Rail)

<b>Reports to:</b>	Tram Concession Manager		
<b>Department/Location:</b>	Director of Public Transport / Head office		
<b>Salary:</b>	£28,646 - £35,212	<b>Grade:</b>	8
<b>Closing Date:</b>	Monday 15 October 2018 at 9.00 am		
<b>Interview Date:</b>	Tuesday 23 October 2018		

## Job Purpose

Support the management of the Tram Concession with day to day responsibility for ensuring South Yorkshire Supertram's (SYSL's) maintenance performance is monitored and reported, asset condition is monitored, maintenance plans are adhered to and engineering risks are managed. To implement and keep updated a Strategic Asset Management Plan for the Supertram asset.

## Organisational Chart



## Dimensions

**Budget:** Assist in the monitoring of the annual revenue budget.

**Context:** Part of the team responsible for ensuring that the concession for the tram is properly managed and the Supertram assets are operated and maintained in accordance with the relevant Agreements and in long term interests of SYPTE.

## General Responsibilities

- SYPTE's aim is to provide the best Public Transport system possible. The objective is the pursuit of excellence in meeting the needs of all potential passengers.
- SYPTE is fully committed to the active promotion of equal opportunities in its capacity as an employer. It is the individual responsibility of every employee to seek to ensure the practical application of this policy.
- Under the Health and Safety at Work Act, all employees are required both to take care of their own health and safety and that of other employees and to co-operate with their employers in complying with their statutory duties.
- All Line Managers must ensure that SYPTE's Health and Safety Policy is implemented effectively along with ensuring safe working practices and conditions are in place within the areas under their control.
- SYPTE and its Managers are fully committed to the learning and development of employees.

## Responsibilities/Key Accountabilities

1. Responsible for the implementation and day to day management of SYPTE's Strategic Asset Management Plan for the Supertram asset, developing an asset management system for SYPTE in relation to the Supertram asset including the development of any associated procedures.
2. Oversee South Yorkshire Supertram Limited (SYSL) maintenance activities in order to understand the condition and performance of the Supertram asset and provide expert technical advice to the Tram Concession Manager on asset risks (and mitigation options), asset performance and condition predictions over time (deterioration), regulatory requirements and optimum whole life cost approaches.
3. Oversee SYSLs adherence to their maintenance procedures, reviewing and auditing their plans in order to identify shortcomings and put in place plans to rectify shortcomings.
4. Specify and manage the outputs of any asset condition surveys required in order

to support SYPTEs understanding of asset condition.

5. Monitor obsolescence issues ensuring SYSL have in place plans to manage obsolescence risk in order to reduce the risk of obsolescence impacting on service delivery.
6. Review 3rd party works and Planning Applications that have the potential to impact on the tramway ensuring that the Supertram asset is protected, and as required working with SYSL to formulate responses.
7. Manage the Supertram Change Management procedure responding to Change Management requests on behalf of SYPTE. Ensuring that the Supertram Asset Register is kept up to date.
8. Undertake any other responsibilities commensurate with the post that the Tram Concession Manager may require.

## **Planning and Organisation**

- Oversee management of the Supertram asset in order to protect SYPTE's position, managing delivery of the Strategic Asset Management Plan and providing periodic updates as required.
- Oversee the condition and performance of the Supertram asset on a day to day basis and provide expert technical advice on asset risks (and mitigation options), asset performance and condition predictions over time (deterioration), regulatory requirements and optimum whole life cost approaches.
- Work with SYSL to identify long term asset needs and requirements in order to develop renewals packages.
- Oversee the planning of asset maintenance works to minimise adverse impact on the local economy and other transport operations or the public.
- Pro-actively analyse and act on new and changing internal and external factors which impact on the activities of the Team.
- Arrange meetings internally and with external organisations and ensure the preparation of agendas and minutes.
- Produce and maintain reports and reporting processes to inform internal and external 'customers' of the Team and carry out this activity on both a routine and ad hoc basis.
- Undertake tasks, assignments and projects outside of core activity to ensure that SYPTE maintains its operational flexibility in a changing business environment.
- Take responsibility for the procurement and delivery of services to ensure SYPTE obtains best value

## Decision Making and Use of Judgement

- Challenge the Tram service providers to improve deficient areas of service delivery and monitor delivery
- Use personal judgement and initiative to make effective decisions
- Use internal and external information to prioritise and allocate resources.
- Determine the best ways of securing services and ensuring best value for SYPTE
- Actively participate in Team decision making.

## Essential Internal and External Relationships

- Work collaboratively with members of the Team, Projects and other Departments.
- Work collaboratively with SYSL's engineering team
- Work collaboratively with Sheffield City Region
- Liaise with the appropriate personnel in Network Rail, Office of the Rail Regulator and DfT.
- Build on-going and positive working relationships and liaise with key stakeholders including Districts and funders.

## Person Specification – essential (E) & desirable (D) (How identified – application form (A) & interview (I))

Knowledge	E / D	A / I
Professionally qualified, HND or equivalent in relevant field or equivalent level of professional experience	E	A/I
Educated to A-level standard in a relevant subject or equivalent (including GCSE English & Maths (A to C) or equivalent)	E	A/I
Knowledge of light or heavy rail engineering	E	I
Awareness of relevant legislation and its application	D	A/I
Experience of asset planning	E	A/I
Knowledge of the principles of ISO55000	D	A

<b>Skills</b>	<b>E /D</b>	<b>A/I</b>
Administration skills – <i>Prioritises and co-ordinates activities</i>	<b>E</b>	<b>I</b>
Analytical and numeric skills – <i>Interprets data to reach conclusions</i>	<b>E</b>	<b>I</b>
Computer literacy skills – <i>Uses computer technology to support performance</i>	<b>E</b>	<b>A/I</b>
Financial and commercial awareness – <i>Understands the financial implications of actions taken</i>	<b>E</b>	<b>I</b>
Literacy skills – <i>Builds and understands the story/rationale within documents</i>	<b>E</b>	<b>A/I</b>
<b>Behavioural Competencies</b>	<b>E /D</b>	<b>A/I</b>
<u>Living our Values:</u>		
Customer & Stakeholder Driven – <i>Works to exceed expectations</i>	<b>E</b>	<b>A/I</b>
Team Working – <i>Encourages and supports others</i>	<b>E</b>	<b>A/I</b>
Integrity & Respect – <i>Models and promotes organisational values</i>	<b>E</b>	<b>I</b>
Achieving & Challenging – <i>Seeks to exceed and deliver more</i>	<b>E</b>	<b>I</b>
<u>Delivering With &amp; Through Others:</u>		
Building & Managing Relationships – <i>Develops key relationships</i>	<b>E</b>	<b>I</b>
Influencing & Persuasion – <i>Influences directly and indirectly</i>	<b>E</b>	<b>I</b>
Flexible & Adaptable – <i>Applies procedures flexibly</i>	<b>E</b>	<b>I</b>
<u>Delivering Our Objectives:</u>		
Embracing Change – <i>Creates a sense of urgency around change</i>	<b>E</b>	<b>I</b>
Developing Self & Others – <i>Encourages the development of others</i>	<b>E</b>	<b>I</b>
Research with External Focus – <i>Commissions/carries out research</i>	<b>E</b>	<b>I</b>
<u>Determining Our Agenda:</u>		
Initiative – <i>Reacts rapidly</i>	<b>E</b>	<b>I</b>
Strategic Focus & Critical Reflection – <i>Takes time to analyse and reviews solutions</i>	<b>E</b>	<b>I</b>
Decision Making – <i>Identifies options and proposals</i>	<b>E</b>	<b>I</b>

<b>Experience</b>	<b>E/D</b>	<b>A/I</b>
Previous experience working in an engineering/asset management role	<b>E</b>	<b>A/I</b>
Previous experience in overseeing the management of engineering assets	<b>E</b>	<b>A/I</b>

<b>Post Holder</b>	<b>HR Team</b>
<b>Agreed by:</b>	<b>Agreed by:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>