

# JOB DESCRIPTION



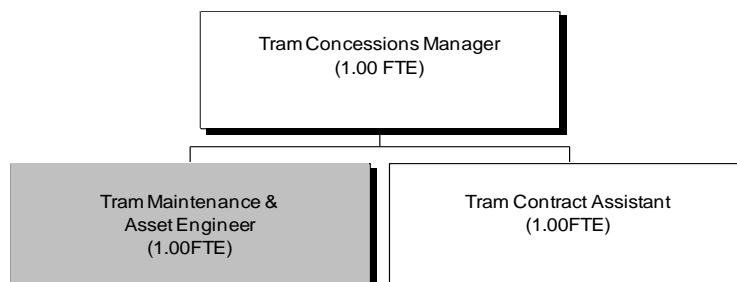
## Tram Maintenance and Asset Engineer

<b>Reports to:</b>	Tram Concession Manager	
<b>Department/Location:</b>	Directorate of Public Transport / Head office	
<b>Salary:</b>	£28,646 - £35,212 per annum	<b>Grade: 8</b>
<b>Closing Date:</b>	12 noon on 26 February 2018	
<b>Interview Date:</b>	Friday 9 March 2018	

## Job Purpose

To provide technical advice to the Tram Team in order to develop and implement a Strategic Asset Management Plan and analyse and monitor maintenance and renewal programmes, monitor infrastructure condition and manage risk.

## 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. Monitor 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. This will include the development of specifications to procure asset condition surveys as required, and managing that work.
2. Monitor obsolescence issues ensuring Supertram have in place plans to manage obsolescence risk.
3. Monitor Supertram's approach to asset management reviewing and auditing their plans to ensure they meet SYPTE's approach to Supertram asset management identifying shortcomings and putting in place plans to remove shortcomings.
4. Implement and keep updated the Supertram Strategic Asset Management Plan following the principles of ISO55000, developing an asset management system for SYPTE in relation to the Supertram system.

5. Development of internal processes and procedures as required to ensure compliance and adherence to internal requirements.
6. Review 3<sup>rd</sup> party works and Planning Applications that have the potential to impact on the tramway ensuring that the Supertram asset is protected, working with Supertram as appropriate to formulate responses. Ensuring at all times that SYPTE's position is protected.
7. Ensure the Supertram Change Management procedure is adhered to responding to Change Management requests on behalf of SYPTE. Ensuring that the Supertram Asset Register is kept up to date.
8. Contribute to a continuous improvement process for Asset Management working to the principles detailed in ISO55000.
9. 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.
- Monitor the condition and performance of the Supertram asset 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 Supertram 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
- 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, preferably a Degree 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
Practical knowledge of light or heavy rail engineering	E	I
Awareness of relevant legislation and its application	E	A/I
Experience of asset planning	E	A/I

Knowledge of the principles of ISO55000	<b>D</b>	<b>A</b>
---	----------	----------

<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 railway assets	<b>D</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>