



# Infrastructure and Permanent Way Team Leader

## 1 Job Identification

<b>Job Title:</b>	<b>Infrastructure and Permanent Way Team Leader</b>
<b>Responsible to:</b>	<b>Infrastructure Manager</b>
<b>Department(s):</b>	<b>Infrastructure/Permanent Way (PW)</b>
<b>Location:</b>	<b>Various worksites on the Railway</b>

## 2 Job Purpose

**Manage and lead a team of engineers enabling achievement of goals laid down whilst communicating safety practices and deadlines to the team. Motivate the team of both paid and volunteer staff and assess their performance whilst supporting the Infrastructure Manager, keeping them updated on team performance, communicating concerns, promoting policies, procedures and good working practice among team members**

## 3 Duties and Responsibilities

- Work to instructions and directions of the Infrastructure Manager who will set objective timings for work being accomplished, delegating decisions on the progression of allocated work
- Work with the Infrastructure Manager to maintain a rolling 5 year plan for track improvements
- Develop a management plan for lineside vegetation and ensure the plan is delivered
- Responsible for the transition of reported track defects into a job bank ensuring and demonstrating that work has been undertaken
- Work with the Infrastructure Manager and PW Administrator in the formulation and management of the annual budget
- Responsible for the organisation of the day to day maintenance of track assets to the requisite standards using both paid and voluntary staff
- Maintain records of work and have available for inspection all documentation relevant for works carried out, including computer records where required
- Provide a team leader function for the department for full time employees and voluntary staff, co-ordinating and motivating staff
- Develop and maintain excellent relationships with the Permanent Way team of reporting paid employees, volunteers and external contractors and suppliers
- Line manage and allocate tasks to the PW Technical Specialist who provides technical expertise and knowledge to ensure the track and structures and associated off-track elements are maintained to a high standard

## 4 Key Accountabilities

- Maintenance of the track and structures to the SVR's published safety management system policy and procedures
- Delivery of all allocated work and specific projects to budget, timescale and quality objectives
- Maintenance of relevant records regarding track condition and safety for the department
- Performance management of the paid employees and the motivation and integration of all paid and voluntary staff into one effective and supportive team
- Manage training and ensure competency and medical records are maintained, with the assistance of the PW Administrator
- Management of the delegated annual budget
- Taking responsibility in accordance with all health and safety standards, maintaining a safe workplace, identifying possible hazards and establishing safe working practices as necessary
- Maintaining safe operation of the Railway when under Engineers Possession

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## Infrastructure and Permanent Way Team Leader

<ul style="list-style-type: none"> <li>• Oversee records of hours worked, annual leave records and report on sickness</li> <li>• Ensure all tools, plant, vehicles and other equipment of the PW Department, are maintained and safe for use, returned to storage, and ready for the next job and that they are regularly serviced, retaining inspection reports, and kept them clean and tidy, inside and out</li> <li>• Ensure applicable quality standards are maintained and that all work carried out complies with the SVR Safety Management System and applicable statutory legislation regarding the working environment</li> <li>• Perform safety critical duties appropriate to railway operations, after suitable training</li> <li>• Provide occasional cover for the Infrastructure Manager at senior management/project meetings or more generally during periods of annual leave</li> <li>• Undertake any other task that may reasonably fall within the remit of the SVR Infrastructure Permanent Way Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance pattern to be 40 hours basic on a five day in any seven day working week, with flexible working based around the daily requirements of the job</li> <li>• Be available for on call for a reasonable and fair share of weekends, bank holidays and other out of hours periods when the Railway is operating trains</li> </ul>
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### 5 Key Interfaces

<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Infrastructure Manager,</li> <li>• PW Administrator</li> <li>• Team members – paid and volunteers</li> <li>• Senior Managers/Heads of Departments</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Contractors</li> </ul>
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### 6 Skills

<p>Competent in the use of:</p> <ul style="list-style-type: none"> <li>• Computers including Microsoft Office Suite</li> <li>• Use of Pegasus Opera purchase order system or ability to train</li> <li>• Hand tools</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to be trained in use of power tools and on-track plant and machinery</li> <li>• Willing to participate in training programmes and skills acquisition to support the role</li> <li>• Be a role model in demonstrating the behaviours underpinning SVR Family Values of professionalism, respect, passion and enthusiasm and a one team approach</li> </ul>
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### 7 Qualifications

<ul style="list-style-type: none"> <li>• Thorough technical knowledge of bullhead and flat bottom rail systems including switch and crossing</li> </ul>	<p>Must hold SVR Personal Track Safety Certification (or competency from similar organisation prior to completing this at SVR)</p>
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### Relevance (Documents to which this form refers)

OFF-PROC-402 Recruitment and Selection – Policy and Process

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