



Role Profile

Role:	Senior Track and Civils Engineer
Directorate:	Metrolink
Salary Band:	10
Post reference:	ML8a
Job Evaluation Date:	23/09/2021
Role statement of purpose:	<p>To provide technical and engineering leadership through your team to the Metrolink Directorate and the wider business in the following technical disciplines:</p> <ul style="list-style-type: none">• Track• Switches and Crossings• Earthworks• Structures• Drainage• Buildings
Reports to:	Engineering Manager, Metrolink

	Key Role Outputs (KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Manage safety and risk effectively on the Metrolink network for the appropriate assets	<ul style="list-style-type: none">• Perform the Safety Responsibilities as set out in TfGM's Metrolink Safety Management System.• Ensure that Metrolink's maintenance organisations comply with TfGM's Safety Management System through audit and spot checks.• Understand and implement the management of risk in terms of ALARP (As Low As Reasonably Practical)• Provide expert input into the assessment of hazards and their associated mitigation• Provide technical support to the Risk Management processes
2.	Manage the operations and maintenance contract of Metrolink with regards to the track and civil disciplines.	<ul style="list-style-type: none">• Establish a strong and effective working relationship with Maintainers and Operators of Metrolink.• Develop maintenance standards with suppliers and deliver the implementation of the standards• Develop and implement audit requirements for you and your team to undertake audits and spot checks to establish the Maintainers' compliance with TfGM and other legal requirements.

		<ul style="list-style-type: none"> • Identify new opportunities to use emerging or novel concepts in asset management and introduce these where they offer best value. • Provide support to the Service Delivery team to ensure that the timetable and customer service requirements are met by the engineering solutions proposed. • Establish and develop maintenance strategies with the Metrolink maintainer and accept the associated responsibilities • Support and develop the management and the people who are employed by the Maintainer • Provide specialist technical knowledge at the standard of Chartered Engineer. • Provide technical expertise in the development and review of annual and other plans and reports that are developed by Maintainers. • Provide regular and ad hoc reports as required.
3.	Be the Asset Owner for all track and civil Metrolink assets	<ul style="list-style-type: none"> • Ensure, through your team, that Metrolink assets that are within the technical scope of the role have asset strategies in place that allow both TfGM and the Operator to derive actions plans to improve Reliability, Availability, Maintainability and Safety. • Provide support for the development of business cases. • Establish and maintain disaster recovery plans for the technical scope of role. • Develop and implement KPIs that relate to the role and are linked to TfGM's business plan. • Balance the competing deadlines required of you and your team arising from day to day operational issues arising with the Metrolink operator, urgent issues with projects in delivery and longer term priorities such as asset strategy development.
4.	Projects - Provide engineering design input, review and integration of projects undertaken on Metrolink	<ul style="list-style-type: none"> • Attend Factory Acceptance Tests and Site Acceptance Tests • Review and evaluate tenders received from suppliers and contractors - from small schemes and services (£10k) to the technical elements of large extensions (£500million) • Take responsibility for providing the technical documentation required for Change Management and present to the Safety Review Committee. • Take the engineering lead on designated projects • Responsible for the sign off of the technical aspects of relevant projects • Prepare and produce technical and other specifications and reports

		<ul style="list-style-type: none"> • Support the development of designs by using technical and system knowledge and expertise • Provide specialist technical knowledge and expertise during the testing and commissioning of projects • Provide regular and ad hoc reports as required
5.	Provide Technical Support / Specialist Knowledge	<ul style="list-style-type: none"> • Lead a team that will provide support to Projects Group, the Engineering team and the wider business with specialist knowledge of the track and civils engineering discipline. • Support the business to allow projects in TfGM and Metrolink to be compliant with the appropriate technical and safety standard associated with the track and civils discipline. • Maintain technical competence to achieve the above – see personal development.
6.	Responsibility for the work of others	<ul style="list-style-type: none"> • Build and maintain key relationships with contractors, consultants, stakeholders and other third parties including the Metrolink operators who are a critical stakeholder with regards to maintain reliable and safe services. • Introduce new proposals, negotiating and influencing others to achieve delivery of best value from these parties. • Work closely with the relevant TfGM's Project managers to provide support with the delivery of engineering deliverables.
7.	Personal Development	<ul style="list-style-type: none"> • Keep up to date with all appropriate technical standards and guidance, and to direct the team to update internal standards accordingly. • Propose strategies to address implications associated with legislative and regulatory changes and deliver accordingly.

8.	Line manages all Discipline Engineers (DE) in the Metrolink Engineering team for the track and civils discipline.	<ul style="list-style-type: none"> • Provide line management oversight of the Discipline Engineers managing their wellbeing and performance. • Monitor the DE's workload and the upcoming projects needs and communicate to the Engineering Manager where there is a potential for a mismatch in resource and workload and then lead on mitigating the resource gap through either recruitment of permanent employees or through engaging contract resources. • Ability to manage an agile work environment with co-location with the Metrolink operator and the supply chain encouraged as needed. • Ensure the DE resource is competent to fulfil their duties making sure that each engineer has a development plan in place.
9.	Deputise for Engineering manager	<ul style="list-style-type: none"> • Deputise for the Engineering Manager as required

Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>		Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) • Bus Operator contractual management • Dignity at Work policy • Information assurance and security in line with Cabinet Office requirements; • Risk management • TfGM policies and procedures • Equality and diversity legislation • TfGM Vision & Values
C2	Any other reasonable duties as required from time to time	

Key Interdependencies	
Key Contacts	In TfGM: <ul style="list-style-type: none"> • Engineering Manager • Metrolink Director • Metrolink Directorate team members • Metrolink Project Managers • TfGM's Rail Safety Manager

	<ul style="list-style-type: none"> • TfGM's Information Systems Directorate • TfGM's Project Managers whose projects interface with Metrolink • Human Resources <p>Third Parties and other external contacts include:</p> <ul style="list-style-type: none"> • Operators Metrolink Engineering team members • Project contractors Engineering team members • Office of the Rail Regulator (ORR) • Local Highway Authorities • Network Rail • Suppliers • Contractors • Stakeholders – these include: <ul style="list-style-type: none"> ○ Rail Accident Investigation Bureau (RAIB); and ○ Health and Safety Executive (HSE) • Industry bodies <ul style="list-style-type: none"> ○ UK Tram ○ Light Rail Safety and Standards Body (LRSSB)
Direct reports	Track and Civil Engineer Customer Facing Assets engineer
Budgetary responsibility	As delegated by the Engineering Manager
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only	Updated	Updated	Updated	Updated	Updated
Created					
By:	Role profile update exercise Sept 11 Jim Harries	Update by Pete Sommers Sept 2021	Revised based off ref: ML8 (Peter Sommers July 2022)		

Senior Track and Civils Engineer <i>(Knowledge, skills and experience required at selection stage)</i>	
E	Essential Experience:
E1	Significant experience at a senior level in light or heavy rail in either a track or civil engineering disciplines.
E2	Demonstrable experience working on the design, development, and delivery phases of heavy infrastructure projects at a senior level.
E3	Significant knowledge of relevant technical standards associated with the engineering discipline.
E4	Excellent interpersonal skills that will enable strong working relationships to be developed with other internal teams, contractor(s) and other external organisations that can have a high impact on Metrolink, such as the LRSSB in their development of industry guidance.
E5	Significant experience in managing technical interfaces with different technical disciplines and with other projects and organisations.
E6	Computer literate, particularly with Microsoft Office software
E7	Excellent experience writing complex technical reports
E8	Experience of developing and implementing new processes.
E9	Demonstrable understanding and experience of managing complex railway or similar operations contracts.
E10	Proven experience of effective communication both within an organisation and with external contractors at all levels including senior management
E11	Experience of managing complex stakeholder relationships
D	Desirable experience:
D1	Experience in aspects of the planning, design, construction, testing and commissioning operation and maintenance of Light Rail Systems.
D2	Demonstrable experience of working effectively with contracted suppliers of services.
D3	Demonstratable experience of use of contracts.
EQ	Essential Qualifications – Technical, Vocational or educational:
EQ1	Educated to degree level in the technical discipline concerned or equivalent level of experience.
EQ2	Demonstrable ability to use all Microsoft Office programmes effectively
EQ3	Chartered Engineer status or actively pursuing professional registration.
DQ	Desirable Qualifications – Technical, Vocational or educational:
DQ1	Member of an Engineering Institution.
DQ2	Asset Management qualifications
EA	Essential Attributes:
EA1	Able to communicate efficiently and effectively to a variety of audiences including senior managers clearly and concisely together with excellent listening skills.
EA2	Good organisational and administrative skills
EA3	Good level of numeracy
EA4	Ability to produce high quality work to tight competing deadlines driven by a variety of different customers and stakeholders
EA5	Flexibility and willingness to adapt to changing working environments
EA6	An understanding of the challenging complex competing priorities associated with engineering in heavy infrastructure
EA7	An ability to work without close supervision.