



<b>Role:</b>	Integration and Assurance Manager – Metrolink
<b>Directorate:</b>	Metrolink
<b>Salary Band:</b>	10
<b>Post reference:</b>	ML65
<b>Job Evaluation Date:</b>	03.08.2021
<b>Role statement of purpose:</b>	To manage the engineering assurance process for all Metrolink Engineering Projects and to support the Directorate with regards to compliance with safety management systems.
<b>Reports to:</b>	Metrolink Engineering Manager

	<b>Key Role Outputs (KROs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i>	<b>Key Actions</b> <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Manage the Design Assurance Process for all Metrolink Projects	<ul style="list-style-type: none"><li>• Establish effective working relationships with Projects Group and the supply chain;</li><li>• Act as the deputy for the Metrolink Engineering Manager;</li><li>• Develop, implement, and embed a comprehensive range of procedures and processes to embed the relevant Safety Management Systems into the Capital Programme with regards to engineering;</li><li>• Prepare complex technical reports detailing the procedures and processes;</li><li>• Lead the Project Engineering team in ensuring that all engineering assurance processes are in place and adhered to on each project;</li><li>• Work with Projects Group to understand the future programme of design and engineering deliverables;</li><li>• Where needed facilitate design reviews with TfGM engineers and designers;</li><li>• Using the resource within the engineering team, monitor and track progress of design reviews escalating accordingly where reviews are late;</li><li>• Establish effective systems to ensure consistency of approach to the management of engineering assurance for TfGM Metrolink projects;</li></ul>

		<ul style="list-style-type: none"> <li>• Ensure a Project Engineer is appointed as the Lead Project Engineer for each Metrolink infrastructure project matching the skill set of the engineer to that of the project. Where required engage professional services organisations to support the client engineering team;</li> <li>• Manage your own and your team's resource recognising the changing and demanding deadlines imposed by others.</li> </ul>
2.	Provide Technical Support / Specialist Knowledge	<ul style="list-style-type: none"> <li>• Support Projects Group and the Engineering team with specialist knowledge particularly around CDM and TfGM Engineering Assurance Processes;</li> <li>• Support the business to allow projects in TfGM and Metrolink to be compliant with railways safety regulations;</li> <li>• Lead the undertaking of Risk &amp; Difference tests and use expert judgement to ascertain when a project requires Independent Safety Verification (ISV).</li> </ul>
3.	Manage the relationship with the Independent Competent Person (ICP)	<ul style="list-style-type: none"> <li>• If ISV is required, ensure an ICP is appointed at the required stage of a project;</li> <li>• Provide the ICP with the required information to allow the undertaking of ISV;</li> <li>• Lead and manage the interface between the ICP and the Project so that the views of the ICP are known by the Project team.</li> </ul>
4.	Management of external stakeholders that can have a significant impact on the future of Metrolink operations.	<ul style="list-style-type: none"> <li>• When required manage and lead the relationship with high impact stakeholders, including the railway regulator (the ORR), and the industry accident investigator (RAIB);</li> <li>• Take proactive measures, as you deem necessary, to inform the ORR of changes occurring on Metrolink.</li> </ul>
5.	Support Capital Projects with submissions to TfGM's Safety Review Committee (SRC) and update the Metrolink Case for Safety as required.	<ul style="list-style-type: none"> <li>• Own the process and requirements of SRC updating them as required including SMS 313;</li> <li>• Provide expert advice and support to each Metrolink project that is required to present to SRC which may include jointly presenting with the project team;</li> <li>• Ensure each project has undertaken the required safety and assurance processes that you have implemented to allow you to use your expert</li> </ul>

		judgement to write the Metrolink Case for Safety evidencing that the changes to Metrolink are safe.
6.	Responsibility for the work of others	<ul style="list-style-type: none"> <li>• 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 the implementation of change to Metrolink;</li> <li>• Introduce new proposals, negotiating and influencing others to achieve delivery of best value from these parties;</li> <li>• Work closely with the relevant TfGM's Project managers to provide support with the delivery of engineering deliverables.</li> </ul>
7.	Personal Development	<ul style="list-style-type: none"> <li>• Keep up to date with all appropriate health and safety and other legislation, and to modify and implement appropriate work programmes to ensure TfGM Metrolink's process ensure legal compliance and that all relevant records are kept up to date to demonstrate this;</li> <li>• Understand and implement "As Low as Reasonably Practicable" (ALARP) principles.</li> </ul>
8.	Line manages the Project Engineers (PE) in the Metrolink Engineering team.	<ul style="list-style-type: none"> <li>• Provide line management oversight of the Project Engineers managing their wellbeing and performance;</li> <li>• Monitor the PE'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;</li> <li>• Ability to manage an agile work environment with co-location with the Metrolink operator and the supply chain encouraged as needed;</li> <li>• Ensure the Project Engineering resource is competent to fulfil their duties making sure that each engineer has a development plan in place.</li> </ul>
9.	Other	<ul style="list-style-type: none"> <li>• The role is based at TfGM's offices at 2PP, however working from either Metrolink depot or any other location will be required regularly particularly in the approach to the implementation of projects;</li> </ul>

		<ul style="list-style-type: none"> <li>The role is primarily during office hours but will be required to work late, overnight or on weekends from time to time, given reasonable notice.</li> </ul>
<b>Compulsory Outputs (COs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i>		<b>Key Actions</b> <i>These set out how the COs will be achieved – the activities required.</i>
<b>C1</b>	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> <li>TfGM Safety Management System</li> <li>Risk management</li> <li>TfGM policies and procedures</li> <li>Equality and diversity legislation</li> <li>TfGM Vision &amp; Values</li> </ul>
<b>C2</b>	Ensure the Metrolink Case for Safety is updated as required.	<ul style="list-style-type: none"> <li>Work with each project to quantify the change that the project is introducing to understand if an update to the CfS if required. Then write the CfS accordingly reflecting the safety assurance work undertaken.</li> </ul>
<b>C3</b>	Any other reasonable duties as required from time to time	

### Key Interdependencies

<b>Key Contacts</b>	Head of Metrolink Metrolink Engineering team Metrolink Operations Team Projects Group Metrolink Operator and maintainer Metrolink Contractors TfGM Procurement team
<b>Direct reports</b>	3 Project Engineers
<b>Budgetary responsibility</b>	None
<b>Location</b>	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

<b>Office Use Only</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>
Created by:					
P Sommers					
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	<b>ROLE</b> <i>(Knowledge, skills and experience required at selection stage)</i>
<b>E</b>	<b>Essential Experience:</b>
E1	Significant experience at a senior level in light or heavy rail
E2	Demonstrable experience working on the design, development, and delivery phases of heavy infrastructure projects at a senior level.
E3	Basic level of experience of working on construction sites
E4	Significant knowledge of relevant rail legal requirements, standards, codes, and best practice with expert knowledge of ROGS.
E5	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 ORR
E6	Significant experience in managing technical interfaces with different technical disciplines and with other projects and organisations
E7	Computer literate, particularly with Microsoft Office software
E8	Excellent experience writing complex technical reports
E9	Experience of developing and implementing new processes.
E10	Demonstrable understanding of Systems Integration and Interface Management in the context of Light / Heavy Rail
E11	Proven experience of effective communication both within an organisation and with external contractors at all levels including senior management
E12	Experience of managing complex stakeholder relationships
<b>D</b>	<b>Desirable experience:</b>
D1	Experience in aspects of the planning, design, construction, testing and commissioning operation and maintenance of Light Rail Systems.
D2	Previous experience and knowledge in respect of engineering safety assurance in the heavy or light rail sector.
D3	Experience managing hazard identification exercises and the subsequent closure of identified hazards.
D4	Demonstrable experience of working effectively with contracted suppliers of services.
D5	Demonstratable experience of use of contracts.
<b>EQ</b>	<b>Essential Qualifications – Technical, Vocational or educational:</b>
EQ1	Educated to degree level or equivalent in an engineering discipline
EQ2	Competent in the use of software including Microsoft Office applications
<b>DQ</b>	<b>Desirable Qualifications – Technical, Vocational or educational:</b>
DQ1	Member of an Engineering Institution
DQ2	Professional Qualification in a recognised Engineering Institution (e.g., Chartered Engineer)
DQ3	Detailed knowledge of engineering assurance processes on large capital programmes in the public realm
<b>EA</b>	<b>Essential Attributes:</b>
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 political sensitivity
EA7	An ability to work without close supervision.