



Job Description

Post Title:	Safety and Assurance Manager
Directorate:	West Midlands Metro
Reports to:	Head of Metro – Owner Representative
Direct Reports:	2

Key Relationships: WMM Director, WMM Metro Delivery Director, Head of Metro – Owner’s Representative, WMM Infrastructure Manager, WMM Asset Manager, TfWM’s other Directors, Midland Metro Limited (MML) (Operator and Maintainer) Management, Project and technical teams, WMCA’s Health and Safety Manager, Office of Rail and Road (ORR), WMM’s appointed “Competent Person” under ROGS

Location: Primary location will be WMCA office Summer Lane, Birmingham, with frequent visits to Wednesbury Depot.

Role Purpose

To ensure West Midlands Combined Authority (WMCA) has a robust and up to date Safety Management System (SMS) in place for management of the West Midlands Metro (WMM). You will be responsible for managing and updating those parts of WMCA’s SMS governing WMM.

You will ensure that safety assurance processes are followed by the Midland Metro Alliance (MMA), WMCA and Midland Metro Limited (MML) as Operator and Maintainer of West Midlands Metro and where appropriate managing the process for WMCA.

You will put in place and manage an audit programme that covers audits of associated SMS along with a series of process audits relating to MMA and MML activities.

You will ensure WMCA are meeting their Health and safety responsibilities under the Railways and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS) and the Health and Safety at Work Act 1974, where these relate to Metro.

Responsibilities

- Ensure MML operations and MMA delivery are working according to industry best practice principles, with a safety first culture.
- Manage and update those sections of the WMCA Safety Management System associated with West Midlands Metro.
- Work collaboratively with Midland Metro Limited (MML) and WMCA’s Health and Safety Managers to ensure those sections related to WMM dovetail with the wider WMCA SMS and MML’s SMS

- Manage the Change and Validation process for WMCA ensuring that changes are brought to the appropriate Panels and Board meetings as required and that any actions from Change and Validation Board are closed in a timely manner.
- Ensure Safety Verification is carried out as and when required, following the correct processes.
- Ensure the MMA follow 'Safe By Design' principles in the design of the extensions and that risk is As Low As Reasonably Practicable (ALARP).
- Ensure WMCA as Infrastructure Manager complies with its obligations under ROGS.
- Lead investigations into Metro safety incidents for any incidents where WMCA was the procuring organisation or WMCA staff were involved.
- Review investigations from any MMA or MML safety incidents, ensuring lessons are captured and closed out.
- Develop and manage regular audits of the MMA and MML Safety Management Systems.
- Manage and develop audits of key processes, working with the Infrastructure Manager, Asset Manager and Rolling Stock Managers to ensure these process audits cover the right areas.
- Work with the Light Rail Safety and Standards Board (LRSSB) to ensure industry best practice is understood and transferred to WMM.
- Manage the oversight of MML's safety performance challenging poor performance and identifying areas for continuous improvement.
- Ensure WMCA, MMA and MML Risk Assessments are kept up to date and are suitable and that Projects have the necessary Risk Assessments and Method Statement
- Report WMM safety performance to WMCA Board, WMCA Safety Forum and others are required.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Significant experience of working within the UK's railway safety regime and practical experience of working under The Railway and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS).	X		*		
Demonstrable experience of developing and updating Safety Management Systems for rail systems.	X		*	*	
Demonstrable experience in risk management.	X			*	
Practical experience of the application of CSM (Common Safety Method).		X	*		
Significant experience of carrying out audits and developing audit schedules covering the audit of Safety Management Systems and railway processes.	X		*	*	
Ability to compile clear and concise technical and non-technical reports for a range of audiences.	X			*	
Experience of working effectively as part of a team and an equal ability to work effectively on own initiative, without close supervision	X			*	

Demonstrable experience of building relationships with and working effectively with contracted suppliers of services.	X			*	
Experience of working with the Office of Rail and Road (ORR) as regulator for light rail		X		*	
Experience of carrying out audits (RM3 and/or ISO audit experience required)		X		*	
Skills/Knowledge/Abilities	E	D	App	Int	Othe r
Significant knowledge of the UKs railway safety regime and practical experience of working under The Railway and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS).	X		*	*	
Experience of successfully working with a variety of stakeholders to ensure required goals are met.	X		*		
Knowledge of light rail standards and guidance		X	*		
A customer focused approach - an understanding of, and appropriate response to, the expectations of the WMCA and external customers the role holder must work with.	X				
Methodical approach to implementing processes, procedures and practices.	X				
Ability to successfully work collaboratively with others in the light rail industry in order to ensure good practice is introduced into WMM and practice from WMM is shared with the industry.	X		*		
Qualifications/ Professional Memberships	E	D	App	Int	Othe r
Educated to bachelor's degree level or equivalent in an engineering or safety discipline.	X				
Qualified to NEBOSH General Certificate level or equivalent	X				
Relevant qualifications for developing and carrying out audits.	X				
NEBOSH Diploma level or equivalent		X			
IOSH Membership – minimum level TechIOSH	X				

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.