

## APPENDIX A:

### Grade Definitions

#### -Partner/Director

<b>General</b>	<p>For a partnership, a Partner in the practice; for a limited company, any employee who carries the title “Director” (or “Associate Director” or other similar title) and who is normally chargeable to projects. Member of a company generally in overall charge of the management, policy and conduct of the firm’s business including maintaining effective communication channels and is able to commit the company to undertake all major contracts.</p> <p>Responsible for all grades of personnel.</p>
<b>Typical Education /Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Hold appropriate professional qualifications applicable to the discipline commissioned to perform and/or corporate membership of a major institution.</li><li>• Must have relevant work experience spanning several major programmes.</li><li>• The ability to demonstrate key involvement in delivering projects of high value and complexity.</li><li>• Overall responsibility for project(s) and for supervision, control and development of subordinate personnel.</li><li>• Significant management responsibility and direction within the consultancy including client liaison, specialist skills or experience.</li></ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Develop client relationships.</li><li>• Review enquiries for consultancy services, prepare fee proposals and negotiate commissions.</li><li>• Manage and control all the personnel efficiently, and in compliance with all relevant statutory instruments procedures, rules, regulations, standing orders and instructions and the adopted procurement method.</li><li>• Develop and maintain effective communication channels,</li></ul>

	<p>between the consultancy and TfL and external consultants and other bodies as necessary.</p> <ul style="list-style-type: none"> <li>• Ensure that sufficient personnel are assigned for the commission and that they are suitably qualified and motivated to perform the duties allocated to them.</li> <li>• Oversee all commission activities and ensure full adherence.</li> <li>• Comply with all the projects safety and quality assurance procedures and requirements, including audits, and ensure that all consultancy personnel do likewise.</li> <li>• Facilitate and ensure that training needs, both personal and that of the consultancy personnel, are identified and addressed.</li> </ul>
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## **-Principal Consultant**

<b>General</b>	<p>Reporting to Partner / Director. Member of a company who is able to deputise for the Director. The person will have the ability to manage and control teams and ensure that there are sufficient teams of personnel assigned to commissions.</p> <p>Responsible for all grades of consultants and support staff.</p>
<b>Typical Education /Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Hold appropriate professional qualifications applicable to the discipline commissioned to perform and/or corporate membership of a major institution.</li> <li>• Must have relevant work experience spanning several programmes.</li> <li>• The ability to demonstrate key involvement in delivering projects of high value and complexity.</li> <li>• Must have substantial transport experience and technical skills appropriate to the discipline.</li> <li>• Responsibility for project(s) and for supervision, control and development of junior personnel.</li> <li>• Significant management responsibility and direction within the Consultancy including client liaison, specialist skills or experience.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Deputise for the Partner/Director on all aspects of the project.</li> <li>• Manage and control a team(s) of consultants effectively and in compliance with all relevant procedures, rules, regulations, standing orders and instructions and the adopted procurement method.</li> <li>• Communicate effectively with other members of the project team and with other TfL departments and external consultants and bodies where necessary.</li> <li>• Ensure that sufficient personnel are assigned for the commission and that they are suitably qualified and motivated to perform the duties allocated to them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervise, control and develop personnel assigned</li> <li>• Ensure that the team's activities meet the objectives of the commission.</li> <li>• Comply with all the project's safety and quality assurance procedures and requirements and ensure that all team members do likewise.</li> <li>• Ensure that all appropriate training, both personal and that the team personnel, is undertaken.</li> </ul>
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## **-Senior Consultant**

<b>General</b>	<p>Reporting to Partner / Director or Principal Consultant. Person holding corporate membership of a professional body recognised by TfL and has the ability to demonstrate key involvement in delivering projects of high value and complexity.</p> <p>Responsible for all grades of consultants and support staff on behalf of the Director/Partner.</p>
<b>Typical Education /Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Hold appropriate professional qualifications applicable to the discipline commissioned to perform and/or corporate membership of a major institution.</li> <li>• Must have relevant work experience spanning several programmes / projects</li> <li>• The ability to demonstrate key involvement in delivering projects of high value and complexity.</li> <li>• Must have substantial transport experience and technical skills appropriate to the discipline.</li> <li>• Responsibility for project(s) and for supervision, control and development of junior personnel.</li> <li>• Significant management responsibility and direction within the organisation including client liaison, specialist skills or experience.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Deputise for the Partner/Director or Principal Consultant on all aspects of the Project.</li> <li>• Manage and control a team(s) of consultants effectively and in compliance with all relevant procedures, rules, regulations, standing orders and instructions and the adopted procurement method.</li> <li>• Communicate effectively with other members of the Project Team and with other TfL departments and external consultants and bodies where necessary.</li> <li>• Ensure that sufficient personnel are assigned for the</li> </ul>

	<p>commission and that they are suitably qualified and motivated to perform the duties allocated to them.</p> <ul style="list-style-type: none"> <li>• Supervise, control and develop personnel assigned</li> <li>• Ensure that the team's activities meet the objectives of the commission.</li> <li>• Comply with all the project's safety and quality assurance procedures and requirements and ensure that all team members do likewise.</li> <li>• Ensure that all appropriate training, both personal and that the team personnel, is undertaken.</li> </ul>
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## -Consultant

<b>General</b>	<p>Reporting to Principal Consultant / Senior Consultant. A person with the ability to assist in the management and control of a project team to ensure delivery of the required projects.</p> <p>Responsible for Junior Consultant / administration staff</p>
<b>Typical Education /Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Hold appropriate professional qualifications applicable to the discipline commissioned to perform and/or corporate membership of a major institution.</li> <li>• Must have relevant work experience spanning several projects</li> <li>• Must have some transport experience and technical skills appropriate to the discipline.</li> <li>• Responsibility for project(s) and for supervision, control and development of junior personnel.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Deputise for the Principal Consultant/ Senior Consultant on all aspects of the project.</li> <li>• Assist in the management and control of a project team of consultants to ensure efficiency and compliance with all relevant procedures, rules, regulations, standing orders and instructions and the adopted procurement method.</li> <li>• Communicate effectively with other members of the Project Team and with other TfL departments and external consultants and bodies as necessary.</li> <li>• Supervise, control and develop personnel assigned.</li> <li>• Ensure that own and assigned personnel activities meet the objectives of the commission.</li> <li>• Comply with all safety and quality assurance requirements and ensure that all team personnel to likewise</li> <li>• Ensure that all appropriate training, both personal and that of</li> </ul>

	assigned personnel, is undertaken.
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**-Junior consultant**

<b>General</b>	<p>Reporting to Senior Consultant/Consultant. A person with the relevant experience capable of working on some aspects of the delivery of the required project.</p> <p>Responsible for support staff.</p>
<b>Typical Education /Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Must have relevant work experience in at least one completed project.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Consultant where appropriate.</li> <li>• Supervise the support staff assigned (if appropriate).</li> <li>• Work in compliance and ensure that all assigned personnel comply with all relevant procedures, rules, regulations, standing orders and instructions and the adopted procurement method.</li> <li>• Ensure that own and assigned personnel's activities meet the objectives of the commission.</li> <li>• Comply with all safety and quality assurance requirements and ensure that all assigned personnel do likewise.</li> <li>• Ensure that all appropriate personal training is undertaken.</li> </ul>

## Resource Definitions and Tools

### Signalling Resources and Competencies:

Trade	IRSE Licenses Required
Technical Officer	IRSE licence categories 4.3.170 (functional tester), 1.4.230 (Signalling Maintainer / fault finder) and 1.2.110 (installer).
Technical Officer (with specialist systems experience)	IRSE licence categories 4.3.170 (functional tester), 1.4.230 (Signalling Maintainer / fault finder) and 1.2.110 (installer), TBTC Way Side Training Certificate
Signalling Project Engineer	IRSE licence category 1.2.230 (Signalling Project Engineer)
Installer	IRSE licence category 1.2.110 (Installer)
Works Controller	IRSE licence category 1.3.170 (Functional tester) or suitable experience
Support Technician	Relevant training and experience
Point Fitter	IRSE licence category 1.2.100 (Installer)
Verification Tester	IRSE licence category 1.3.155 X & Y (Verification Tester)
Assistant Tester	IRSE licence category 1.3.150 (Test assistant)
Tester in-charge	IRSE licence category 1.3.190 (Tester in charge)
Functional Tester,	IRSE licence category 1.3.170 (Functional Tester)
Maintenance Tester	IRSE licence Category 1.4.160 (Maintenance Tester)
Fault Finder Tester	IRSE licence category 1.4.120 (Fault Finder Tester)
Maintenance Tester & Fault Finding Tester	IRSE licence category 1.4.230 (Maintenance & Fault Finder Tester)
Principle Tester	IRSE licence category 1.3.180 (Principal tester)
Wireman	IRSE licence category 1.2.100 (Installer)

## Resources Tools

It is an obligation of the *Services* provided under the Framework Agreement that Consultant's Personnel supplied by the Consultant to attend Site with all necessary Equipment to properly and efficiently carry out the *Services* for which they have been engaged.

Technical Officer	Calibrated Meter Testing Straps Spade extractors Check mark pens Rulers 1 x Set Insulated screwdrivers Electronic cutters Knipex Side cutters Knipex Snip nose pliers Insulated Spinners (Various) 1 ohm shunt
Technical Officer (with specialist systems experience)	Calibrated Meter Testing Straps Spade extractors Check mark pens Rulers 1 x Set Insulated screwdrivers Electronic cutters Knipex Side cutters Knipex Snip nose pliers Insulated Spinners (Various) 1 ohm shunt
Signalling Project Engineer	None Required
Installer	3 x action cable striper Small 3 x action cable striper Large RS Stripmaster 1 x Set Insulated screwdrivers Electronic cutters Knipex Side cutters Knipex Snip nose pliers Long nose pliers Sleeving tool eyeing pliers Oba spinner (Insulated)

	2ba spinner (Insulated) Crimping tool (Q Type) Crimping tool (RTB 510 Type) Fuse puller Spade extractors
Works Controller	None Required
Support Technician	Magnetic wand 3 x action cable striper Small 3 x action cable striper Large RS Stripmaster 1 x Set Insulated screwdrivers Electronic cutters Knipex Side cutters Knipex Snip nose pliers Long nose pliers Sleeving tool Eyeing pliers Punch / drift set Hammer Cembre drill 9.5mm drill bit 13.5mm drill bit Arbors x 2 Drill bit lubricating tool
Point Fitter	Trainstop gauges 1 x set of Trainstop lifting hooks 1 x set Point Check & Test gauges Punch / drift set Dust Suppression kit Hammer Chisels Various spanners & sockets
Verification Tester	Fluke Meter Spade extractors Check mark pens
Assistant Tester	Magnetic wand 3 x action cable striper Small

	3 x action cable striper Large RS Stripmaster 1 x Set Insulated screwdrivers Electronic cutters Knipex Side cutters Knipex Snip nose pliers Long nose pliers Sleeving tool Eyeing pliers Punch / drift set Hammer Spade extractors Fuse puller
Tester In charge	Calibrated Meter Testing Straps Coloured pens
Functional Tester, Maintenance Tester, Fault Finding Tester, Maintenance Tester & Fault Finding Tester	Fluke Meter & Megger Testing Straps Spade extractors Check Mark pens
Principal Tester	Calibrated Meter Testing Straps Coloured pens
Wireman	3 x action cable striper Small 3 x action cable striper Large RS Stripmaster 1 x Set Insulated screwdrivers Electronic cutters Knipex Side cutters Knipex Snip nose pliers Long nose pliers Sleeving tool eyeing pliers Crimping tool (Q Type) Crimping tool (RTB 510 Type) 0ba Spinner (Insulated) 2ba spinner (Insulated) Spade extractors Fuse puller

