



Proposed Job Description (subject to consultation)

<p>Further guidance (on Source) is available to assist you in completing the job description. The job description should be clear in terms of how it meets the key behaviours of the TfL story which include; how the job holder will be accountable; getting the right things done and working with other people to do it. Also see the guidance on Source for more information on this aspect.</p>	
Job Title	Competence Management System Co-ordinator
Reporting to	Competence Implementation and Verification Manager
Hay score / Pay band	372 / Band 2 /SMF
<p>Role Scope</p> <p>Why the job is there (its overall purpose) – <i>what</i> it's responsible for (from TFLs perspective).</p> <p><i>How</i> the job holder needs to carry out this role, e.g. through demonstrating the behaviours ('be accountable', 'get the right things done efficiently' and 'work with others to do it, directly, fairly and consistently').</p>	<p>Accountable for maintaining a Competence Management System (CMS) that ensures standards of competence are set and maintained for the COO organisation.</p> <p>To drive accountability by ensuring managers have the training, support and equipment needed for CMS and responsible for devising/implementing plans to address any non-compliance.</p>
<p>Key Accountabilities</p> <p>The size of the role will be determined by a maximum of 8 key accountabilities, these being the most important to the job. Any more than 8 will not make a difference to the size of the role. They should be one sentence statements that define the end results required of the role, including any key decisions, and any key financial accountabilities.</p>	<ul style="list-style-type: none"> • To actively support, develop and promote the CMS throughout London Underground to ensure the organisation meets legislative and service performance competence requirements. • To liaise with managers across the operations and asset areas to influence and assist in meeting the requirements of the CMS. • To derive, develop and analyse reports from SAP in order to inform the CMS team of shortfalls in competency and to support in the achievement and improvement of performance targets, scorecards etc. • Hold regular support and standardisation meetings with Managers and assessors to ensure they are

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	<p>compliant. Discuss improvement plans, provide advice and escalate any concerns when necessary.</p> <ul style="list-style-type: none"> • Enable employing managers to maintain CMS records so that we are compliant with legislative requirements and company requirements by demonstrating good practice. • Provide expert advice concerning legal and procedural compliance. Update material and escalate issues for continual improvement.
<p>Financial Impact</p> <p>Budgetary responsibility directly or indirectly, including the total size of the team the job holder is responsible for. Consideration should also be given to any financial impact on London and/or the fare paying customers.</p>	<p>No direct report responsibility.</p>
<p>Key interfaces</p> <p>Describe key contacts and stakeholders (internal and external) critical to the successful achievement of the accountabilities. Including identifying how the job holder works with other people to achieve accountabilities directly, fairly and consistently.</p>	<ul style="list-style-type: none"> • The post holder will be assigned to the line(s) functional area to provide an actively supportive role to assist Managers. • Training and COO assets: The post holder will develop productive relationships. • Operational Performance Managers: the post holder will liaise with managers regarding outputs of from the CMS which have an impact on the operational business. • The post holder will be expected to work within a team of other coordinators and share work with the team effectively.
<p>Knowledge the knowledge required to adequately fulfil duties of the role.</p>	<p>Detailed knowledge of the LU Competence Management System and the application of these processes, work instructions and procedures.</p> <p>Knowledge of the principles of operating Competence</p>

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	<p>Management Systems.</p> <p>Knowledge and experience of the operational railway in the stations, service control, trains environment and other functional areas.</p> <p>Essential - Qualified as an Assessor. Essential – Qualified as an Internal Verifier (IQA or equivalent)</p> <p>Knowledge of risk assessments and management.</p>
<p>Skills practical skills that are required to do the role.</p>	<p>Ability to bring together disparate views/information and propose a unifying way forward.</p> <p>Ability to communicate with all levels of management and staff.</p> <p>Strong problem solving skills.</p> <p>Excellent interpersonal skills and a team player attitude.</p> <p>Good planning and organising skills.</p> <p>Strong PC skills, including use of MS Outlook, Excel. Visio/Project/Adobe In design.</p> <p>Essential - Use of SAP and SAP-CMS.</p>
<p>Experience describing the work experience (not year's) required to be able to fulfil the duties of the role.</p>	<p>Experience of working to deliverable targets.</p> <p>Experience of coaching, mentoring or training.</p> <p>There will be a need for flexibility in working patterns such that all function, grades and locations may be covered.</p> <p>There will be a need to work across the operational and asset areas and be able to influence positively all levels of management to achieve the desired outcomes.</p>
<p>HEALTH & SAFETY STATEMENT All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. All employees must understand and be committed to Transport for London's Health and Safety Policy statement and the Company's safety priorities and be aware of their contribution to such priorities. All employees must also be aware of and comply with all current health and safety legislation and other Company requirements that are relevant to their role.</p> <p>Note: Accountable and specialist safety related roles will require an additional detailed statement.</p>	
<p>EQUALITY STATEMENT Transport for London values the diversity which exists in our city, and our aspiration is to reflect this diversity in our workforce. All employees must be aware of and</p>	

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committed to the Equality Policy Statement of Transport for London. All employees must also be aware of and comply with other Company requirements associated with Equality and Diversity issues relevant to their role.

Note: Accountable and specialist E&I roles will require an additional detailed statement

CRIME and DISORDER STATEMENT It is a statutory requirement for all departments in TfL to follow Section 17 of the Crime and Disorder Act 1998. Section 17 requires authorities to consider the likely affect on crime and disorder and community safety in all that they do, and take action to prevent crime and disorder, substance misuse, anti-social behaviour and behaviour that adversely affects the environment. TfL has voluntarily been committed to following Section 17 since 2006, but we must all make sure that it is considered in decision making, policies and procedures in the same way that equality and health and safety are.

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