



## JOB DESCRIPTION

*This is not a Key Safety Post*

**Job Title:** Planning & Diagramming Assistant

**Team:** Planning

**Location:** York

**Reports to:** Head of Planning

### Purpose of Role

Responsible for delivering the STP and LTP timetable, rolling stock and train crew diagrams

### Principle Accountabilities

- Liaise with NR and other operators in preparation of timetable bids in line with the requirements of the Network Code and to meet business objectives (including commercial, operational and performance criteria)
- Undertake validation of offers received for both LTP and STP as required and maintain industry timescales for availability of amended timetable information in downstream systems at T-12
- Produce robust rolling stock diagrams for each LTP and STP period to meet commercial specification and fleet maintenance requirements, including giving adequate notice of changes
- Liaison with Road Transport team as necessary to prepare and deliver cost effective bus plans and taxi road transport arrangements
- Prepare train crew diagrams that are robust & deliver a train service that will meet the Grand Central performance targets and issue these in a timely manner
- Liaise with Customer Services, Operations and Resource Centres to ensure diagrams meet Manpower and Budget plans and to ensure that plans are deliverable within available resources

BRILLIANT BASICS

HUMAN TOUCH

STRAIGHT-FORWARD  
VALUE

BELIEF IN  
BETTER

MAKE IT  
MEMORABLE

- Maintenance of Engineering Access database and Train Planning Process progress sheet.
- Management of the Planning Team mailbox.
- Contribute to a culture of continuous improvement by identifying and implementing improvements to planning and diagramming processes and systems.

### **Qualification, Experience and Knowledge Required**

- Excellent IT literacy
- Experience of achieving deadlines and maintaining excellent attention to detail
- Working towards or successfully completed a degree

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