

# CLARKE CHAPMAN

Job Title:	<b>Contract Resource Planner – with added “On Call” Manager duty.</b>	Level: Skilled	REFERENCE: FM JD 2019/10 ISSUE 3 FEB 2023
Report to:	Operations Manager (SCPV & RDF)	Functional Management:	Senior Sites Administrator
Our Company	<p>Founded in 1864, the Clarke Chapman Group specialises in materials handling equipment and provides manufacturing and support services to a wide range of industry. As part of our proud heritage, we have been involved in the UK rail industry designing, manufacturing, and maintaining on track rail equipment. Clarke Chapman Facilities Management are responsible for several long-term maintenance and operation contracts for our client Network Rail.</p> <p>In 2000 Clarke Chapman was acquired by <a href="#">Langley Holdings plc</a>, a diverse, privately owned engineering group based in the UK with principal operating divisions in Germany, Norway, France, Italy and the UK, with a substantial presence in the United States, and more than 90 subsidiaries world-wide. The group employs around 5,600 people.</p>		
Job Overview	<p>As a valued member of our team, your primary duties will be to provide a professional planning service (Rail Delivery) to the contract, with the flexibility to cover administrative support to other functions as and when necessary.</p> <p>Reporting directly to the Operations Manager (SCPV &amp; RDF), the Contract Resource Planner is a key role within the Rail Delivery Team ensuring weekly rail delivery plans meet the clients’ requirements.</p>		
Location	Based at Golborne, Warrington, with the potential to attend occasional “possession” and associated work on Network Rail infrastructure site.		
Outline of Job	<ul style="list-style-type: none"> <li>• Will be responsible for the planning and scheduling of pre-delivery site inspections and rail delivery requirements, to include the allocation of competent delivery personnel to meet the delivery plans, with due consideration to constraints such as absences/holidays/fatigue management etc. Thereafter you will be responsible for continuously monitoring and modifying the plan as necessary. Will utilise/input data utilising Excel for the planning and scheduling of pre-delivery site inspections and rail delivery requirements.</li> <li>• Responsible for the booking of hotels as necessary to meet operational requirements.</li> <li>• Liaising with the clients’ Infrastructure Recipients (by email and telephone).</li> <li>• Continuously communicating progress/modifications of plan to relevant stakeholders (Operations Manager/Supervisors/Client/Recipients etc.).</li> <li>• Responsible for client reporting and issuing the plan to personnel on a weekly basis. Participation in a weekly telephone conference with our clients planning personnel.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Maintain good communications with team personnel and ensure that details of performance and other requirements are relayed to the team at regular intervals. Monitor quality and performance levels in relation to pre-set standards, plans and objectives and initiate timely remedial action when appropriate.</li> <li>• Promote and facilitate the company Health &amp; Safety at Work and Environmental plans, and risk, COSHH and other assessments, taking all reasonable measures to ensure the safety, health and welfare of team members and others.</li> <li>• Assist with the integration of new/replacement/stand-in personnel into the team and maintain a positive interest in the welfare of other team members.</li> <li>• To provide administrative support to the Contract Management team, including the provision of reports as required.</li> <li>• Assist the Senior Sites Administrator with the processing of timesheets and expenses to head office on a weekly basis.</li> <li>• Be prepared to carry out any work within capability.</li> <li>• On a shared rota basis (Saturday to Friday), be assigned to cover the out of hours "On Call Manager" role.</li> </ul>		
<p>Education Qualifications and Experience</p>	<table border="1"> <tr> <td data-bbox="384 1070 986 1621"> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• GCSE English and Mathematics, grade C (or equivalent)</li> <li>• ECDL(Level 2/Intermediate) or similar</li> <li>• A background in project planning or scheduling.</li> <li>• Full UK Driving Licence.</li> </ul> </td> <td data-bbox="986 1070 1532 1621"> <p><b>Desirable/Beneficial</b></p> <ul style="list-style-type: none"> <li>• Experience of working within the UK Rail Industry and/or track plant and systems.</li> <li>• Personal Track Safety PTS Holder)* .</li> <li>• IOSH Managing Safely Certificate (or similar) *</li> </ul> <p><i>*Specific in-house and external training and assessment will be provided to the individual, to ensure they meet the competency requirements.</i></p> </td> </tr> </table>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• GCSE English and Mathematics, grade C (or equivalent)</li> <li>• ECDL(Level 2/Intermediate) or similar</li> <li>• A background in project planning or scheduling.</li> <li>• Full UK Driving Licence.</li> </ul>	<p><b>Desirable/Beneficial</b></p> <ul style="list-style-type: none"> <li>• Experience of working within the UK Rail Industry and/or track plant and systems.</li> <li>• Personal Track Safety PTS Holder)* .</li> <li>• IOSH Managing Safely Certificate (or similar) *</li> </ul> <p><i>*Specific in-house and external training and assessment will be provided to the individual, to ensure they meet the competency requirements.</i></p>
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<p>Key Accountabilities:</p>	<p>Will be responsible for the planning and scheduling of pre-delivery site inspections and rail delivery requirements, to include the allocation of competent personnel (as detailed above).</p> <p>The company places a high priority and emphasis on the Health, Safety and welfare of its employees and its operations. You will be required to ensure that all Safe Systems of Work, risk assessments, Permit to Work etc are correctly followed, ensuring that all work is carried out to the correct working procedures and that safety rules are adhered to rigidly.</p>		

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Relationships	They will work with the Operations Manager and other members of the company's organisation and will also be expected to liaise in a professional manner with members of the Clients operational staff.				
Deputies	Operations Manager, Technical Project Manager or other suitable staff with planning experience.				
Hours of work	Standard working week: 37 hours (Monday – Friday))				
Holidays	25 days annual plus 8 bank/public holidays				
Salary	See Terms and Conditions for full details.				
Safety Implications	<p>Be aware of Health &amp; Safety legislation and Railway Group Standards ensuring strict adherence to safety procedures and safe systems of work applicable to working in a railway environment. Actively participate in promoting safe working practices. The duties will require a high degree of manual dexterity and the ability to work under pressure.</p> <p>Will have undergone and passed a Railway Group Standards, medical and drugs and alcohol tests as well as be willing to participate in any future random tests.</p> <p>Will have completed and successfully achieved PTS.</p>				
Transport	Not applicable.				
Potential career progression.	Other specific functional roles				
Issue	Date	Amendment Details	Written By/Reviewed	Accepted By	Owened By
0	Dec 16	Document amended to reflect primary role of planning/scheduling.	G. Burden	C. Pagett	FM Network Rail
1	Feb 19	Review and update of job description to reflect primary role of planning/scheduling including change of job title. Document Reference amended and ownership changed.	Reviewed/ amended by M. Judd	C. Pagett	CCFM
2	Feb 2021	Revised Job title to reflect role responsibilities, slight changes to required skills/experience	Reviewed/ amended by M Judd	C. Pagett	CCFM
3	Feb 2023	Full review, minor amendments and addition of "on call" by Director-CCFM	C Pagett	M Judd	CCFM

