

## JOB DESCRIPTION

<b>Job title:</b>	<b>Safety Adviser</b>
<b>Grade:</b>	<b>5</b>
<b>Reporting to:</b>	<b>Chief Executive, London TravelWatch Head of Passenger Issues, Passenger Focus</b>
<b>Staff managed:</b>	<b>None</b>
<b>Finance managed:</b>	<b>n/a</b>

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### Job Purpose

To advise London TravelWatch and Passenger Focus on all aspects of rail safety in order to help protect rail passengers and ensure a safe travelling environment.

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### Key Tasks and Responsibilities

1. Provide information and advice (whether in writing or in person) on any matter relating to the operational safety of the rail and tram networks within the remit of London TravelWatch or Passenger Focus and of their passengers.
2. Represent London TravelWatch (jointly with Passenger Focus) at meetings of the Office of Rail Regulation's rail industry advisory committee, the Parliamentary Advisory Council on Transport Safety's rail safety working group, and such other external bodies as may be required from time to time, and report on their work in person or in writing as is appropriate.
3. Represent London TravelWatch and / or Passenger Focus, (as appropriate) at accident inquiries and inquests that may be convened from time to time.
4. Draft responses on behalf of London TravelWatch and / or Passenger Focus (as appropriate) to consultation documents relating to matters of rail safety that may be received from time to time from the Office of Rail Regulation, RSSB, the Department for Transport, the European Rail Agency, the Rail Accident Investigation Branch, and any other relevant bodies.
5. Maintain an appropriate level of knowledge and competency in relation to rail safety.

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### Job Objectives

To be agreed annually, clarifying the emphasis to be placed on specific areas of job responsibility.

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## Skills and Competencies

Knowledge	<ul style="list-style-type: none"> <li>• Comprehensive general knowledge of the rail industry, its regulatory structure, essential technical attributes and safety risk profile.</li> <li>• Able to view the industry and its practices from the passenger perspective</li> </ul>
Analytical skills	<ul style="list-style-type: none"> <li>• Ability to identify the key issues and implications for others.</li> <li>• Capacity for thinking through emotive and complex issues.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Ability to draft intelligible, relevant and authoritative responses to consultations from operators, regulators, government departments etc</li> <li>• Ability to draft reports and give presentations as required both to London TravelWatch/Passenger Focus and external audiences.</li> <li>• Setting out ideas and arguments in clear, concise ways appropriate to the audience both in writing or orally</li> </ul>
Influencing skills	<ul style="list-style-type: none"> <li>• Putting the case persuasively, particularly in public debate</li> <li>• Ability to represent the London TravelWatch and Passenger Focus agendas convincingly</li> </ul>
Relationship building	<ul style="list-style-type: none"> <li>• Knowing who does what and who knows what, in other transport organisations and building good working relationships with those who can influence the safety agenda</li> <li>• Maintaining effective working relationships with colleagues in London TravelWatch, Passenger Focus and stakeholder organisations</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>• Ability to operate autonomously</li> <li>• Taking complex cases and issues forward with operators and within London TravelWatch / Passenger Focus</li> </ul>
Team work	<ul style="list-style-type: none"> <li>• Collaborating with colleagues across both organisations</li> </ul>
Managing pressure	<ul style="list-style-type: none"> <li>• Working to target deadlines and coping well under pressure</li> </ul>