

CURRICULUM VITAE

Personal Details

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Qualifications/Education

Internal Auditor (CQI | IRCA certified) – Walsall training centre 2017

Dynamic Risk Assessment workshop – Larbert training centre 2013

Diversity & Inclusion workshop - Larbert training centre 2013

Fair Culture workshop - Larbert training centre 2013

Pilotman - Larbert training centre 2012

Leading and Managing Teams – Westwood, Network Rail 2010/11

Level 3 investigator accidents & incidents- Larbert training centre 2015

Formal Investigator – Derby Network Rail 2010

IWRR course – Derby Network Rail 2009

Advanced Coaching – Westwood Network Rail 2007

Coaching for Leadership – Westwood, Network Rail 2006

Frontline Leadership – Westwood, Network Rail 2006

Core Investigator Accidents / Incidents – April 05, course completed and passed.

RIO, IWA, PS, PTS, Competencies held and up to date.

Display Screen Assessor – Feb 05, course passed allowing me to undertake DSE workstation assessments.

NEBOSH General Certificate – January 2005

Environmental awareness training – Sites of Special Scientific Interest (SSSI), Noise pollution Understanding water courses, Disposal of waste, Understanding importance of an Environment policy.

Basic Safety Risk Management, the course included – Understanding Pre-cursors to catastrophic events, Health and Safety at Work Act, RIDDOR reportable injuries, Understanding accident frequency rates.

Signallers Course – Rules and Regulations and signalling principles.

January 2002 – June 2002 - TUC Modules

Equality in the Work Place	TUC Organisation	Collective Bargaining
Employment Law	Industrial Relations	<i>Problem Solving</i>
Effective Meetings	Communications	Negotiating
Representing Members		

August 1990 – May 1994 – Scotvec / CITB Modules

Trowel Skills – Walling	Coating of Timber
Construction info processing	Coating of Cement & Plaster
General Building – Paths & Pavings	Coating of Metalwork
Construction Drawing 1& 2	Application of Surface Coatings
Communications 1&2	Decorative Skills
Spray Painting	Construction Procedures
Painting & Drawing 1&2	Properties of Paints
Colour	Construction Studies 1&2
Scaffold Appreciation	Advanced Scaffolding
Health& safety 1&2	

St Modans HS Stirling August 1986 – May 1990

Type	Subject	Year	Grade
O Grades	English	1998	A
O Grade	<i>English</i>	1990	3
O Grade	<i>History</i>	1990	2
O Grade	<i>Accounts</i>	1990	3
O Grade	<i>Computing Studies</i>	1990	3
O Grade	<i>Maths</i>	1990	3
Scotvec Modules	<i>Induction Courses</i>	1990	Modules passed
Scotvec Modules	<i>Life and Work</i>	1990	Modules passed
Scotvec Modules	<i>Business Studies</i>	1990	Modules passed
Scotvec Modules	<i>Electronics</i>	1990	Modules passed
Scotvec Modules	<i>Desk Top Publishing</i>	1990	Modules passed
Scotvec Modules	<i>Technology</i>	1990	Modules passed
Scotvec Modules	<i>Video Studies</i>	1990	Modules passed

Employment History

<u>Company</u>	<u>Position Held</u>
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Network Rail, Special Projects Manager (Planning & Logistics) (March 2024 – Present Time)	<p>SPM responsible for the introduction of the national Possession Limit Controls project for the Route, specifically focused on the deployment of the “Initiate Access Protection system as part of the Scalable signalling control system in Edinburgh SC.</p> <p>Collaborating with the Trackworker Safety Team on the successful installation and adoption of Remote Disconnection Devices (RDDs) to provide additional protection for Line Blocks and Secondary Protection for possessions. Also responsible for the introduction of ZKLs to Absolute Block areas station limits, to provide Additional and Secondary Protection.</p> <p>Other key accountabilities are, creation and introduction of templated possession access for the Route based on the maintainer’s annual cyclic plans, over 500 templates created for the Route and managing a team of four Project managers.</p>
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<u>Company</u>	<u>Position Held</u>
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Network Rail, Area Planning Manager (October 2022 – March 2024)	<p>Area Planning Manager for Scotland Route responsible for the Route Planning Team, Operations Delivery Team, and Isolation Planning Team, responsible for the safe planning of access and isolations and operational delivery of associated engineering possessions of the rail infrastructure for key customers in Capital Delivery, Works Delivery, Infrastructure Maintenance and Asset protection.</p> <p>To develop and implement an Integrated delivery Plan within a defined geographical area and manage all aspects of protection, access, support services and planning enabling the Route to meet Route targets and outputs. To act as the senior leadership focus for the geographical area, to validate all elements of the Plan to enable the delivery of wider business requirements and coordinate all aspects of the plan, considering risks, enabling opportunities and efficiencies to drive the business forward.</p>
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Company**Position Held****Network Rail Operations Manager Millerhill Depot
(October 2017 – October 2022)**

Responsible for the safe operation of Millerhill and Kingmoor, Local Distribution Centre's and Slateford and Inverness seasonal depots, ensuring the safe marshalling and shunting of engineering haulage and timely departures from the depot. Key accountabilities of the post contained in the table below;

Key Accountabilities
<ol style="list-style-type: none"> 1. Develop, implement and maintain an integrated safety and operations management system for all Supply Chain Operations major logistics facilities in a given geographical area 2. Create and manage effective relationships with all LF stakeholders (including route, Infrastructure Projects and Route Services colleagues as well as suppliers) in order to maximise the effectiveness of the operation and to minimise cost 3. Inspire excellence in the quality of safety and services provided by the various teams and organisations working at the facilities 4. Create a culture within the LFs to enable stakeholder feedback to be reflected in the integrated safety and operations management system in order to deliver continuous performance improvement. 5. Enhance safety culture and drive safety improvements and operational processes and manage the effective identification and management of all risks associated with area activities 6. Comply with policies, procedures, UK legislation and standards and lead the effective management of suppliers, 3rd parties, Depot Operations Managers and any other specified Network Rail employees 7. Implement and manage a robust assurance regime to include planned general inspections, safety tours, staff surveillance, work quality and asset condition checks 8. Implement continuous improvement tools and techniques, including LEAN to continuously improve safety, environment and operational effectiveness 9. Develop and manage appropriate asset maintenance and renewal plans for the facilities with route and Route Services colleagues 10. Manage the effective logistics and materials stock management across the LF, maximising the commercial supply arrangements whilst delivering a quality product/ service on time and in full to the customer to include delivery assurance.

Company**Position Held**

**Network Rail Senior Operations Delivery Manager
(March 2014 – October 2017)**

I have been in the post of Senior Operations Delivery Manager since March 14, responsible for a team of 42 staff and the possession management contract for Scotland Route, the contract has a turnover of around £3-4 million, with a work bank turnover for possession delivery in excess of £7.5 million.

My main duties at the present time include, managing the team of Operations Delivery Managers, Delivery Assistants and Operations Delivery Supervisors who are responsible for the delivery of possessions and associated Network Operations activities, management of in house teams and contracted in possession management staff.

Our team provides provision of expert possession management input into the planning process, and I carry out local (level 1 & 2) and formal (level 3) investigations as directed by the (DCP) following up any identified actions.

I am also responsible for the budget of the SODM team and the delivery of special projects delivered by in house staff.

I also brief staff as directed and carry out management visits and safety checks on in house and contracted staff also insuring contract staff receive all relevant cascade briefs.

Company**Position Held**

**Network Rail Operations Delivery Manager.
(September 2009 – March 2014)**

Placed into the post of Operations Delivery Manager through the NDS re-org, with responsibility for 18 staff, delivering possessions.

My main duties at the present time include, managing the delivery of possessions and associated Network Operations activities, management of in house teams and contracted in possession management staff.

Provision of expert possession management input into the planning process, carrying out local and formal investigations as directed by the Senior Operations Delivery Manager (DCP) following up any identified actions.

I also assist in the production of PICOP safety (Possession & SSoWPs) packs and briefing materials, I also chair the Ballast and OTM performance meeting, and we also hold site meetings and produce minutes.

I also brief staff as directed and carry out management visits and safety checks on in house and contracted staff.

<u>Company</u>	<u>Position Held</u>
Network Rail (August 2008 – September 2009)	Possession Delivery Manager.

Promoted to the position of Possession Delivery Manager with direct responsibility for 23 staff and the safe and efficient delivery of possessions within the Scotland East area.

I also had responsibility for managing our agency supplier SWGR and had responsibility for the Possession Management contract.

My other duties included;

1. Ensure that appropriate planning, safety and performance measures are being applied to all engineering possessions within the given area of control.
2. Ensure that all possession protection and management arrangements comply with relevant Group and Company Standards (including the Network Rail Rule Book).
3. Interface with delivery units, contractors, production and engineering teams to ensure appropriate levels of support are provided to the management of designated possessions.
4. Identify risks and mitigation measures to be applied to possession arrangements on a site-by-site basis.
5. Ensure the robustness of the possession arrangements including all worksites and associated train plans.
6. Ensure that all emergency arrangements in connection with the possession are in place together with arrangements to deal with any environmental incidents
7. Monitor reports on possession safety and efficiency and taking appropriate action to address any adverse trends.
8. Guide Possession Co-ordinators in activity/work prioritisation in accordance with network needs.
9. Manage the attribution of isolation permits to ensure critical schemes achieve priority.
10. Identify conflicts in resourcing and logistics between booked possessions and ensuring the appropriate works managers resolve.

Company**Position Held****Network Rail****Possession Coordinator.****(December 2006 – August 2008)**

My main duties are to lead and direct the detailed planning, Resourcing and delivery of allocated possessions and the worksites within them. Carry out detailed planning of all possessions. Delivery the access management and supporting activities for all possessions designated by the Possession Delivery Manager. This also included PICOPing various possession in the East area of Scotland.

My key accountabilities were –

1. Ensure the efficient and safe planning and organisation of all possession management activities on designated possessions.
2. Ensure the appropriate planning; safety and performance measures are being applied to all engineering possessions.
3. Ensure that all possession protection and management arrangements comply with and relevant Group and Company Standards (including the Network Rail Rule Book)
4. Delivery of improved efficiency, reliability and operational safety of possessions.
5. Identify risks and mitigation measures to be applied to possession arrangements on a site-by-site basis.
6. Ensure the robustness of the possession arrangements including the interfacing of worksites and the associated train plans.
7. Lead possession coordination meetings to manage conflicts and accommodate changes at the earliest opportunity.
8. Management and briefing of possession protection staff (PICOP brief)
9. Ensure that all emergency arrangements in connection with any possession are in place together with arrangements to deal with any environmental incidents.
10. Monitor and report on possession safety and efficiency by production of post-possession report. Identify lessons learnt including training, competency issues and recommendations and submit to the Possessions Delivery Manager.
11. Audit sites to ensure contractors are adhered to procedures and are in possession of relevant certification.
12. Co-ordinate and compile associated Risk Registers and Method Statements in respect to the possession.
13. Produce Possession Packs including compilation of Health and Safety plan, Staff Rosters for possession, Plant & Equipment, Sub-contractors, Train Requirements and movements, Possession details and specific work site information.

Company**Position Held**

**Network Rail
(Nov 2004 – December 2006)**

Area Workforce Safety Coach (East)

Main Duties

In the post of Workforce Safety Coach I developed and implemented a plan of on-site safety surveillance checks on maintenance works managed by the area team to verify compliance with health, safety, and environment legislation, standards and method statements. I have also carried checks on machine controllers and operators in compliance with the train operations manual rules and regs.

These planned checks are supplemented by ad-hoc checks on specific sites to cover T2 protection, Red/Green zone working and other issues. I maintain an adequate record of all checks and I ensure the results of checks are input into relevant databases and communicated to the relevant managers.

I also ensure as part of my role that progress reports are followed up regarding the implementation of corrective actions identified by these safety checks. I also represent the area team at contractor safety meetings to discuss the results of safety surveillance checks.

In this role I provided assistance to the area team in review and acceptance of contract health and safety documentation including health and safety plans, method statements and risk assessments. Part of my duties was to coach line managers to investigate accidents and incidents. I also carry out safety briefings as required throughout the Scotland East area, These included writing briefings on the Train Operations Manual and briefing them out throughout the area to comply with company standards.

I was also involved at staff briefings and at various tool box talks delivering the briefings and talks as required by the Workforce Safety Advisor, these included various track safety subjects and occupational Health and Safety items.

I have gained qualifications in construction whilst attending Technical college throughout my apprenticeship. I have a basic knowledge of the CDM regulations gained whilst studying for my NEBOSH certificate.

I have also gained experience carrying out investigations into incidents / accidents and compiling local reports. I also compile local area work instructions and procedures as required.

During the normal course of my duties I have gained vast experience dealing with staff on a number of issues regarding workforce safety issues and

numerous other issues affecting staff working on the track, I have learnt through these occasions the different temperament you require when dealing with staff at all levels within the business.

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<u>Company</u>	<u>Position Held</u>
Network Rail (May 2003 – Nov2004)	Site Safety Inspector (East)

Main Duties

The main purpose of this role was to ensure the infrastructure maintainers were compliant with rules and regulations as regards to there possession management under the IMC2 contract between Network Rail and the contractor.

This was achieved by completing a programme of ad-hoc site visits and by arranged visit to also ensure that the actual safety of the site was adequate and compliant with company procedures, standards, and method statements.

Any deficiencies found were actioned at contractor safety meetings and by written report to ensure close out; all actions were also tracked by me.

<u>Company</u>	<u>Position Held</u>
Network Rail (Oct 1998 – May 2003)	Signaller – Carmuir's West Junction & Plean Junction

Main Duties

To ensure the safe running and regulating of trains in accordance with rules and regulations which included dealing with any incidents or occurrences that arose on a day to day basis.

Some of the incidents I dealt with over the years included; suicides, derailments, bridge strikes, broken rails, route crime, and extensive experience with signalling failures.

I was promoted in April 2003 to undertake the post of Site Safety Inspector.

Additional Information

I have experience of Microsoft packages and I am proficient in the use of Word, Excel, PowerPoint, and Outlook and in searching for information on the Internet. I have also used Adobe Acrobat Writer to create a virtual library.

I am confident in my abilities and an excellent communicator and can be self motivated as well as a good team player. I am articulate and have excellent report writing skills.

References

On Request.