

Ex- Military industry day

11th February 2016

Siemens Crystal



EVERY JOURNEY MATTERS

Welcome

It is with great pleasure that we welcome you to this Industry Day for Ex-Military personnel. This is the third time Transport for London and its supply chain have come together to showcase the opportunities we have available and offer guidance to those making the transition out of the forces. We encourage you to make the most of today by joining in the sessions and speaking to both the recruiters and those with personal experience of making the transition into the transport industry.

Transition to Transport

Transport for London delivers London's transport system and every day around 24 million journeys are made across our network. Our varied services ensure that those who live and work in and visit London can access all that the Capital has to offer in terms of jobs, leisure, health and education. We do this to secure London's position as a world-leading city and the engine of the UK economy.

To do this we need more people in the transport industry and associated trades to sponsor, design, manage and build our projects and then to support and maintain the systems and assets. We hope you benefit from the day, the experiences shared with those that have successfully made the transition and the support we are providing you for your future success.

How to use this guide

Included in this guide to today's Industry Day is an agenda of the day's activities. We've also included details of the opportunities both with TfL and within our supply chain. Each opportunity includes details of how you could take the next steps in your transition.

Enjoy yourselves, and we hope to see you again playing your part in supporting London's growth.



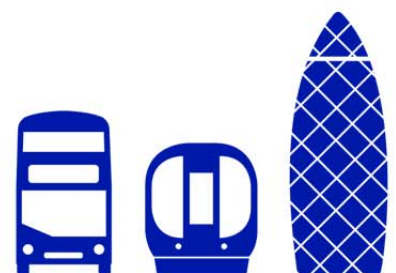
Alan Bristow
Director of Road Space Management

**Sponsor, Reservist and Ex-Military
Staff Network Group**



Brendan Sleight
Chief Engineer, Traffic Infrastructure

**Chair, Reservist and Ex-Military
Staff Network Group**



Group 1	Group 2	Group 3	Group 4	Insight Session	Suppliers
08:45 - 09:00 <i>Registration - cloakroom, Coffee, early networking</i>					
09:00 - 09:10 Welcome, Mike Brown MVO, Commissioner – Transport for London					
09:10 - 09:15 Ex-Military Personnel at TfL, Video presentation					
09:15 - 09:30 Working at TfL – in conversation with ex-military personnel, Charlotte Johns, Head of Recruitment Operations – Transport for London					
09:30 - 09:45 Transport for London's Armed Forces Covenant, Alan Bristow, Director of Road Space Management – Transport for London					
09:45 - 09:50 Diversity in Siemens, Video presentation.					
09:50 - 10:00 'Our transition', 2 x ex-military staff working at Siemens					
10:00 - 10:25 <i>Networking and Coffee</i>					
10:25 - 10:30 Today's Agenda, Supplier Stands and Placement Opportunities, Brendan Sleight, Chief Engineer – Transport for London					
10:30 - 12:10 Site Visits Three groups visit one of the following: - Cycle Superhighway - Emirates Airline - Traffic Signals site	10:30 - 11:15 CV Workshop (ca. 45 mins)		10:30 - 11:15 Interview Skills (ca. 45 mins)	10:30 - 11:45 Insight Session – tapping the right resources Chaired by Alan Bristow 11:45 - 12:10 <i>Networking and Coffee</i>	10:30 - 12:10 - Set up Stands in <i>The Street</i> - Facilitate a Workshop - Join a Site Visit - Networking
	11:25 - 12:10 Interview Skills (ca. 45 mins)		11:25 - 12:10 CV Workshop (ca. 45 mins)		
12:15 - 13:00 <i>Lunch and Supplier Stalls Viewing</i>					
13:00 - 13:45 CV Workshop (ca. 45 mins)	13:00 - 13:45 Interview Skills (ca. 45 mins)	13:00 - 14:40 Site Visits Three groups visit one of the following: - Cycle Superhighway - Emirates Airline - Traffic Signals site			13:00 - 14:40 Either: - Facilitate a Workshop - Join a Site Visit - Networking
13:55 - 14:40 Interview Skills (ca. 45 mins)	13:55 - 14:40 CV Workshop (ca. 45 mins)				
14:45 - 14:50 Ex-Military Placements in Projects & Programmes Directorate, TfL Surface					
14:50 - 14:55 Launch of TfL Staff Network Group – Reservists and Ex-Military, Brendan Sleight, Chief Engineer – Transport for London					
14:55 - 15:00 Closing address, Gordon Wakeford, Divisional Managing Director – Siemens Mobility UK					
15:00 - 15:30 <i>Further opportunity to view Supplier Stalls</i>					

Location Key		
THE STREET	ROOM 1 & ROOM 3	
ROOM 4 (Insight Session)	Business Lounge	Site Visit (not in The Crystal)



Today's Speakers

Mike Brown MVO Commissioner Transport for London

Mike Brown is London's Transport Commissioner. He first joined London Underground in 1989 and has performed a number of roles, including General Manager of the Metropolitan line. Mike became LU's Chief Operating Officer in 2003, before leaving in 2008 to become Managing Director of Heathrow Airport for BAA. He returned to TfL in 2010 to become Managing Director of London Underground and Rail



Charlotte Johns Recruitment Delivery Lead Transport for London



Charlotte Johns has been at TfL since June 2014. Reporting to TfL's Head of HR Services, she has responsibility for all experienced hire recruitment, both permanent, and non-permanent hiring and also for the organisational change and redeployment functions and executive search recruitment.

Charlotte has a passion for matching people with the right jobs and helping people to find a career path which benefits them and their employer. The project at TfL with the ex-Armed Forces represents this in practice as well as helping Charlotte and her team with their 'day job' of filling the roles which keep London moving. Charlotte is also a professional mentor for young students to help them make the transition from education into employment.

Jason Ross, Road Risk Manager, Transport for London

Jason joined the Army on Valentine's Day 1989 with his final position being the Transport Warrant Officer for MoD Main Building in Whitehall. Jason took a lot of advice during the resettlement phase, but decided to go travelling with his wife rather than jump into a job. He felt it was important to remain alive to opportunities so he maintained his LinkedIn profile. *"There were many approaches that were unlikely to tempt me from my travels but when I saw what TfL is doing about Work Related Road Risk it really caught my eye."*



**Chris Carling,
Senior Commercial Manager
Transport for London**



Chris served in the Army from 1976 joining as a private soldier and retiring in March of last year as a Major (Garrison Quartermaster). Chris immediately started work with TfL as a project manager for the facilities management category.



**Alan Bristow
Director of Road Space Management
Transport for London**

Alan Bristow joined Transport for London (TfL) in June 2006 after a highly successful career as a senior officer with the British Army. As Director of Road Space Management, Alan now oversees the design, management and operation of the TfL Road Network (TLRN) to meet TfL's Surface Transport outcomes, in line with the Mayor's Transport Strategy and the findings of the Mayor's Road Task Force. As the Sponsor for projects associated with TfL's Roads Modernisation Plan, Alan has overall responsibility for a £3.2bn development portfolio including the Cycle Super Highways and the Better Junction programmes, as well as being lead sponsor for the £325m Brent Cross Development. Alan is Sponsor of the Reservist and Ex-Military Staff Network Group.

**Mark Lancaster TD MP
Parliamentary Under Secretary of State
and Minister for Defence Personnel and
Veterans**



Mark Lancaster was appointed Parliamentary Under Secretary of State for Defence Personnel and Veterans on 12 May 2015. He was elected the Conservative MP for Milton Keynes North in 2005.

Mark's priorities are strengthening the Armed Forces Covenant and improving defence infrastructure. His responsibilities include armed forces recruitment, legal matters, civilian personnel, cadets, veterans and service families.

Mark served in the Army between 1988 and 1990. He was a company director for the family fireworks firm Kimbolton Fireworks before he was elected to Parliament and continues to serve in the Reserves as a Lt Colonel.



Gary Dennis
Engineering Project Manager
Siemens Rail Systems



Gary joined the Royal, Electrical and Mechanical Engineers (REME) in 1986 and served 22 years as a vehicle mechanic. After leaving, Gary joined Siemens as a production manager in 2009. After a number of positions, Gary is now an engineering Project Manager for Siemens, having worked on a number of interesting projects. Read more about Gary's story further on in the booklet.

Andre Smith
Maintenance engineer
Siemens Rail Systems



Andre served 31/2 years in the Royal Navy as a Weapons engineer and was part of the team maintaining and operating the ship's complex communications, detection and weapon systems. Andre attended this event last year and met Colin who was part of the management team in London for Siemens Traffic Solutions. Shortly after the event Andre was employed as a Maintenance engineer, maintaining traffic lights and variable message signs around North and East London.

Brendan Sleight
Chief Engineer, Traffic Infrastructure
Transport for London



Brendan Sleight joined London's Traffic Control Systems Unit 1999, just prior to the formation of Transport for London (TfL). Now a Chartered Engineer, Brendan is the Chief Engineer leading teams that deliver 2,000 projects each year for new or modified traffic lights in Greater London. Brendan led negotiations for the new contracts used to deliver these projects and related maintenance services across over 6,500 sites, generating savings of £42m. Brendan has led the creation of work placements and the setting up of Industry Days to provide opportunities to help ex-Armed Forces personnel who may be wounded, injured or sick into employment and to reduce skills gaps in the engineering sector. He is the Chair of TfL's Reservist and Ex-Military Staff Network Group

Nick Fairholme **Surface Director of Projects & Programmes** **Transport for London**



Nick is responsible for leading the successful delivery of Surface Transport's investment programme of 80 live projects with an annual budget of up to £5bn, and providing overall direction to a workforce of more than 300 staff.

He is also responsible for upholding and delivering Surface Transport's business objectives through determining and managing the Directorate's strategy and working collaboratively with all teams across TfL, as well as in partnership with the Mayor's office, chief officers, sponsors, shareholders and the supply chain.



Dan Hall **Project Manager** **Transport for London**

Dan served for 9 years in the Corps of Royal Engineers leaving as a Captain. During this time he was deployed to Afghanistan twice, the first time as a Bomb Disposal Officer the second as a Squadron 2IC. Upon leaving the military, Dan arranged a 2 week attachment with TfL in Feb 2015 as part of resettlement training

and attended the industry day 2015.

Following a number of roles in TfL projects, Dan has now secured permanent employment within TfL as a project manager within Surface Project and Programmes Directorate.

Gordon Wakeford **Divisional Managing Director** **Siemens Mobility UK**



As Divisional Managing Director for Siemens Mobility UK, Gordon Wakeford is responsible for leading the Siemens Rail Systems, Traffic Solutions, Rail Automation and Rail Electrification businesses in the UK. With a headcount of some 3,500 employees these businesses deliver trains, total road traffic solutions, rail signalling and electrification and maintenance throughout the country.



Ed Parker, **Team Mentor & Charity Co-Founder** **Walking with the Wounded**

Walking With The Wounded raises funds to train service personnel who are wounded, injured or sick, assisting them to find a career outside the military. Whether suffering a physical or mental injury and whether a service leaver or veteran, the charity helps provide wounded service



personnel with the future they deserve. Prince Harry was Patron of the Walking With The Wounded trek to the North Pole in 2011 and the Everest Expedition in 2012.



TfL is very pleased to have worked with a number of its suppliers and fellow supporters of the Armed Forces in order to put together this event.

Representatives from these organisations will be available to talk to throughout the day.

	
<p>Hays are..... TBC</p>	<p>LinkedIn is the world's largest professional network with more than 400 million members worldwide. Their mission is to connect the world's professionals to make them more productive and successful. See their stand today for advice on your profile and a photo</p>

Profiles

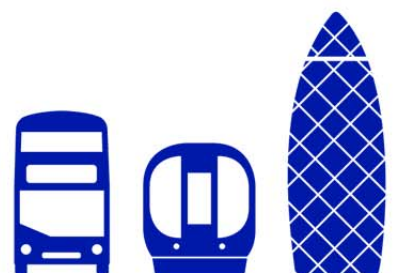


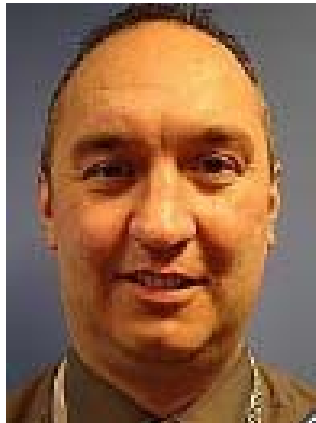
Andy Leachman

Asset Development, Capital Programmes Directorate

Transport for London

I served in the Royal Navy from 1999 to 2008, seeing active service in Sierra Leone and more notably the Iraq War in 2003. I joined London Underground directly from the Royal Navy in 2009 as part of the ex-military Service Control scheme. After 6 months I joined the Special Requirements Team as a CSA which gave me some great experience working on the operational railway. However, having had experience within the Royal Navy delivering projects I wanted to get back doing what I loved. Towards the end of 2012 I successfully applied for a position as an Assistant Project Manager within Asset Development, Capital Programmes Directorate where I'm still working today. Their portfolio of projects has given me great exposure to some really varied and interesting projects.





Gary Dennis
Engineering Project Manager
Siemens Rail Systems

Gary Joined the REME 1986 as a vehicle mechanic in the Royal, Electrical & Mechanical Engineers. Served 22 years, as a Vehicle Mechanic, completed Artificer training 2002. During his time with the REME Gary was posted in a number of locations, mainly within Germany, but also UK, The Netherlands, Belgium. Gary completed various tours within my 22 years; x2 6 Month Tours of Canada, 6 Month tour of Belize, x2 6 Month Tours of Bosnia, 6 Moth Tour of Koso vo & 6 Month tour in Iraq.

Gary finally the REME in December 2008 as a Class 2 Artificer Warrant Officer, last posting was the Maintenance Manager for the NATO Headquarters Workshop in SHAPE Belgium.

Gary joined Siemens Rail Systems in January 2009 as a Production Manager, Seconded to the Projects team in 2013 for 6 Months which was extended to a year. 9 Months into secondment (May 2014), I applied and was successful and became the Modifications and Upgrades Manager, responsible for all modifications to the trains.

In September 2015 Gary joined the Projects Team as Engineering Project Manager which is his position today. Some successful projects to date include installation of WIFI, Forward Facing CCTV, Energy Metering Modification & Auto Select Door Operations.

Gary Says “I think moving up the ladder in 6 years of being with Siemens is an achievement in itself and shows that if you are willing and put in the effort the progression is there within a company like Siemens.”



Mark Mayungu, Senior Traffic Engineer Transport for London

Mark was an engineer in the Navy Fleet Air Arm for five years working on helicopters and fixed wing Aircraft. When he had a traffic accident in which he broke his neck, He was sent to a rehabilitation unit at Epsom where military personnel injured in Afghanistan are taken. Here Mark wore a special neck brace for six months. "I was very lucky because 80 percent of people who suffer my injury do not make a full recovery," he now says. Mark was transferred to Hasler Company; a Royal Marine Unit specifically set up to help aid the recovery and re-integration of naval personnel. Through Hasler he got a lot of offers for work experience from places like Formula One and oil rigs but decided to choose the offer of a place on the Six Month Paid Disability Work Place Scheme from TfL from July 2012. The contract was renewed until October 2014 and Mark has since been made a permanent employee at TfL. Mark explains; "For the first six months I worked with the fault operators on the fault desk, the Data Management and the Supplementary work team. I now work as a Senior Traffic Engineer with the Ordered Maintenance work team within Asset Management Directorate. I look after all of the detection systems within the M25 – microwave and infrared detectors, SCOOT loops and speed assessment loops and mags. I train apprentices, graduates, helping TfL staff and contractors to resolve traffic detection technical issues among other things. What I like are the challenges that put me out of my comfort zone and the fact I am out on the road having site meetings with engineers. I have to make lots of fast decisions on cost cutting, effectiveness, and the long term future. I met a lot of people with engineering experience during rehab. Many of them have given up, they think their life is over and all they can do is stay at home being cared for, but I would recommend this scheme to them. I still have physiotherapy for my injury, take a lot of pain killers and still have to see my consultant, but that doesn't stop me from doing my job effectively. It is about putting yourself on the line and the self-belief that you are capable. I now feel very integrated into the transport industry."



Transport for London Opportunities



The Capital is changing and TfL is changing with it. Our goal is to keep London working, growing and making life better.

We have a huge programme of investment, and we need the skills and motivation that apprentices bring to our organisation to help deliver it. Through our structured training programme, apprentices are able to develop technical skills while gaining qualifications and getting the opportunity to be involved in major transport infrastructure projects.

We are responsible for looking after the intricate planning and everyday operation of the Capital's transport system. Our people make sure that millions of residents, workers and visitors arrive safely at their destinations, day in, day out.

We keep the city moving

Improving and expanding the city's transport network is central to driving economic growth, jobs and housing in our city. And the work we do at TfL has a direct impact on the lives of millions of people – every single day.

Our remit is broad. It includes the Tube, London Overground, Docklands Light Railway, TfL Rail, London Trams, London River Services, London Dial-A-Ride, Victoria Coach Station, Emirates Air Line, Santander Cycles and buses.

We also regulate taxis and the private hire trade, run the Congestion Charging scheme, manage the city's 580km red route road network and operate all of the Capital's 6,400 traffic signals. And we work to ensure a safe environment for all road users.

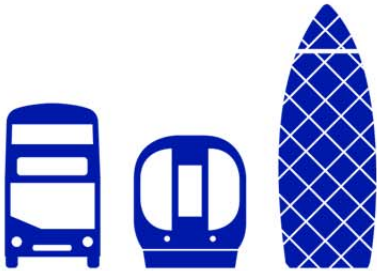
We're pioneers in integrated ticketing and in providing information to help people move around London. Oyster is the world's most popular smartcard, and contactless payment is making travel even more convenient. Real-time travel information is provided by us and through third parties, who use our data to power their apps and other services.

It is likely that over the next few months the number of placements and opportunities at Transport for London will grow. If you are interested in any of the TfL opportunities listed or would like more information about a career at TfL please email military@tfl.gov.uk



EVERY JOURNEY MATTERS

Insert breakdown of all TfL external Jobs - TBC



Project Support Officer (Surface Projects and Programmes Directorate) x2

General Details:

Opportunity type:	Paid (x2)	Duration:	6 Month-FTC (x2)
Location:	PPD 8 th Floor-Palestra		
Shift type:	35 Hours		
Key purpose:	To support the delivery of projects		
Essential requirements:	Civil Engineering/Logistics/Electronics Background preferred		
Contact address:	Chad Frankish (Chad.frankish@tfl.gov.uk) 02030541378 Nigel Skull (Nigel.skull@tfl.gov.uk) 02030542163		

Role Purpose:

Working as part of a matrix PPD team, the Project Support Officer (PPD) will undertake project delivery support for Project Managers.

The role will be supporting the preparation of project documentation to enable robust project governance processes, such as project progress reports and risk and issue registers, as well as supporting other key tasks such as planning and scheduling, milestone tracking, document control and basic financial analysis.

Key accountabilities:

- Responsible for supporting preparation of project documentation to enable robust project governance processes, such as maintaining project progress reports and risk and issue registers, change control registers, benefits plans etc.
 - Responsible for supporting project planning and scheduling activities, tracking milestones and identifying variances.
 - Responsible for supporting configuration management for a project and document control.
 - Responsible for supporting simple analysis of project finances and budgeting.
- Responsible to plan and prioritise work activities as directed by the Project Manager. Accountable for ensuring all tasks are delivered on time and to high quality standards.

Additional information:

This is a development placement (x2) and full training in Project Management (APM), Health & Safety, Risk Management, Programming and general admin duties. Each Placement will be assigned a placement Manager and a local 'buddy' to support them.



Asset Management Directorate

Performance and maintenance – Fault Control Centre (FCC)

Purpose

As a Fault Control Operator you help keep the traffic lights on in London so that London has reliable roads, more and safer cycling and quality door-to-door transport.

You will be a member of the performance and maintenance team responsible aiming for 100% availability of traffic control equipment Pan-London which aligns to the 10 Principal Surface outcomes.

The role deals with processing faults on traffic control equipment - in particular Traffic Signals (Lights) CCTV equipment and Variable Message Signs. You will ensure that repairs are completed to drive up traffic control equipment availability. The role can involve dealing with complaints about defective traffic signal control and related equipment from police, local borough officers and members of the public.

Additionally, you will be accountable for meeting team objectives, collaborating with colleagues across the Traffic Directorate. Embracing and consistently demonstrating TfL's key behaviours are key; being accountable; getting the right things done efficiently, working collaboratively to do it directly, fairly and consistently.

Accountabilities

- To be the principal of contact for processing defect reports for traffic signal control equipment. The post holder determines the extent of the fault, taking into account site location and factors aligned to the 10 key outcomes.
- Assessing repair reports from maintenance contractors and intervening where necessary to ensure compliance with contractual standards.
- Assisting in Contract Leads and Senior Operators with projects relating to equipment reliability and evaluation of maintenance contractor performance.
- Interrogating various methods of traffic signal control including SCOOT, Bus Remote Monitoring and MOVA to ensure that repairs have been completed successfully.
- Ensuring that complaints are dealt with in accordance with contractual standard to ensure that the availability of traffic signal equipment.

Opportunity details:

2X Position

non-engineering (semi-technical)

Development Package 1

This consists of two parts. A three week work attachment (unpaid), following a written report of the placement which is issued to the candidate.

Development Package 2

This consists of three parts. A three week work attachment (unpaid), following by a written of the placement which is issued to the candidate. The candidate will have a Guaranteed interview at the next time a similar post is advertised.

Asset Management Directorate

Traffic control engineer (traffic signal delivery)

Job Description:

This is an opportunity to work in the Traffic Signal Delivery team, this is a very busy department with a focus on project delivery, each year the team delivers in excess of 1500 interventions on London's traffic problems, this can range from a minor upgrade, for example the addition of Pedestrian Countdown timers (PC@TS) to a full site modernisation where 'life inspired' equipment is replaced with the latest technology. The role has three key elements, including design, implementation through existing contracts and commissioning, approximately a third of the work is site based.

After the three week placement with the same content as Package 2 there will be the opportunity to be interviewed for a 6 month placement, the successful candidate will be trained in the following modules, in a combination of formal and informal sessions and will be directly responsible for delivering a small amount of Traffic Signals schemes from design through to commissioning.

	Module		Sub Topics
1	Introduction to Traffic Infrastructure	1.1	overview of Department and Directorate - What we do
		1.2	Internal Teams and Responsibilities
		1.3	End to End process of Signals Schemes (High Level)
		1.4	Workflow, Executive Summary and Scheme Closedown
		1.5	Health and Safety
2	General Traffic Signal Design and Operation	2.1	Pedestrian Crossings - Types and operation
		2.2	Junctions 1 - Geometric Layout
		2.3	Junctions 2 - Operation
		2.4	Monitoring and Control
		2.5	Modelling - Linsig
3	SFM and Data Management	3.1	overview of SFM
		3.2	Timing sheets and Takeovers
		3.3	Drawings and SLDs
4	Design Standards	4.1	Traffic, Highway, Planning Authority
		4.2	Regulatory responsibilities and CDM
		4.3	National standards
		4.4	Local standards
5	Traffic Signal Safety and Audit Process	5.1	Safety Audits and design considerations
		5.2	Stage 2 - Auditor responsibilities and Design response
6	Equipment	6.1	General Traffic Infrastructure Equipment overview
		6.2	Controller - operation and facilities
		6.3	Detectors - types and usage
		6.4	Specification Writing
		6.5	Handset usage
		6.6	Electrical Design Principles
7	Site Installation	7.1	Overview of Process
		7.2	Installation methods and Traffic Management
		7.3	Civils
		7.4	Permits, Lane rental and Forward Planning
8	Site Commissioning and Stage 3 Audits	8.1	Commissioning Process and Paperwork
		8.2	Stage 3 completion
9	UTC and RSM	9.1	Understanding how the network operates and uses of SCOOT
10	General Items	10.1	Programme delivery and Performance management
		10.2	Finance Overview
		10.3	TCMS2 Contract Management

Crossrail – Incident Response Managers (approx. 14 roles)

General Details:

Opportunity type:	Paid	Duration:	Permanent
Location:	Central London		
Shift type:	Round the clock, 7 days a week		
Key purpose:	Lead and manage on site response to incident and other events affecting service delivery		
Essential requirements:	Physical fitness with the ability to work in a tunnel environment. Ability to lead multi functional teams. Literacy & numeracy skills, clear communication skills, ability to learn, ability to work in a pressurised environment and focus on delivery.		
Contact address:	TBC		

Role Purpose:

To lead on site response to incidents and oversee safe operation of the network

Key accountabilities:

- Safe operation of the railway
- To meet performance requirements
- Investigate incidents and make recommendations
- Security of the operational network
- Lead in incident situations

Additional information: Once Crossrail is fully operational there will be promotional opportunities within Crossrail. Crossrail will be part of the wider Transport for London (TfL) Organisation.

Full training will be provided.

These opportunities will be advertising in the late spring of 2016 so if you are interested in applying, remember to set up an alert from the TfL careers website.



Crossrail - Service & Infrastructure Managers (approx. 7 roles)

General Details:

Opportunity type:	Paid	Duration:	Permanent
Location:	Romford, East London		
Shift type:	Round the clock, 7 days a week		
Key purpose:	Lead and manage a team of staff to deliver the safe operation of the Crossrail Network		
Essential requirements:	Experienced team leader, literacy & numeracy skills, clear communication skills, ability to learn, ability to work in a pressurised environment and focus on delivery		
Contact address:	TBC		

Role Purpose:

To lead teams of Control Room staff and interfacing with other control rooms and other operators.

Key accountabilities:

- Safe operation of the railway
- To meet performance requirements
- Manage the real time application of safety critical work activities
- Application of standards
- Team leadership

Additional information: Once Crossrail is fully operational there will be promotional opportunities within Crossrail. Crossrail will be part of the wider Transport for London (TfL) Organisation.

Full training will be provided.

These opportunities will be advertising in the late spring of 2016 so if you are interested in applying, remember to set up an alert from the TfL careers website.



Crossrail – Traffic Managers (approx. 21 roles)

General Details:

Opportunity type:	Paid	Duration:	Permanent
Location:	Romford, East London		
Shift type:	Round the clock, 7 days a week		
Key purpose:	Safe Signalling & Control of the Central Section of Crossrail		
Essential requirements:	Literacy & numeracy, clear communication skills and ability to learn		
Contact address:	TBC		

Role Purpose:

To run the Crossrail Route Control Centre and undertake all signalling, electrical control, performance management duties to ensure the railway operates successfully

Key accountabilities:

- Safe operation of the railway
- To meet performance requirements
- Regulation and routing of the train service
- Controlling access to the rail infrastructure

Additional information:

Once Crossrail is fully operational there will be promotional opportunities within Crossrail. Crossrail will be part of the wider Transport for London (TfL) Organisation.

Full training will be provided.

These opportunities will be advertised in the late spring of 2016 so if you are interested in applying, remember to set up an alert from the TfL careers website.



Crossrail - Maintenance Technicians

General Details:

Opportunity type:	Paid	Duration:	Permanent
Location:	Central London		
Shift type:	24/7 shift system		
Key purpose:	To maintain a safe and reliable Infrastructure that enables the train timetable to be delivered.		
Essential requirements:	Physical fitness with the ability to work in a demanding environment. Ability to work within multi-functional teams. Good communication skills, willingness to learn and the ability to work in a frontline delivery focused environment.		
Contact address:	TBC		

Role Purpose:

Maintenance technicians for RfL (Crossrail) will be required to work on and about the Railway infrastructure, within a depot or in a technical office. Their work could involve:

- Installation, renewal, enhancement and modification of railway infrastructure
- Fault-finding and diagnosis to prevent or address equipment failure
- Maintaining and replacement of assets, systems and components
- Functional and operational testing, and inspection of the railway using specialist equipment
- Ensuring assets are installed, replaced or maintained to specification and maintaining required record

Key accountabilities:

- Safe maintenance of the railway infrastructure
- Investigation of Infrastructure failures and to make recommendations
- Security of the operational network
- To maintain their own safety and that of the broader team

Additional information: This is an exciting opportunity for talented, enthusiastic individuals who want to be involved in technical delivery of mechanical and electrical engineering. We're looking for people who:

- are highly motivated
- have a keen interest
- have an aptitude for engineering
- like to get involved
- have a real passion and practical interest in engineering



Dial-a-Ride Driver Attendant

General Details:

Opportunity type:	Paid	Duration:	Permanent
Location:	Dial-a-Ride is a London wide service with depots in five locations: North Wembley, Orpington, Palmers Green, Wimbledon and Woodford		
Shift type:	There are two types of rota Peak and All Hours: <ul style="list-style-type: none">• Peak - Mon-Fri, 8am to 4pm• All Hours - Mon-Sun, 7 hr 12 min shifts between 6am to 2am		
Key purpose:	Provide a door to door service transporting elderly and/or disabled passengers to the destination requested.		
Essential requirements:	Excellent Customer Service Skills Due to the diverse range of service users we serve, we expect driver attendants to be respectful, considerate and compassionate, prioritising service users' needs at all times. Physical Ability Due to the nature of the job, driver attendants will need the physical ability to push up to 100kg and carry up to 15kg, sometimes up several flights of stairs, as well as drive our modified vehicles. Health and Safety and Risk Due to the nature of the job, driver attendants will need to be mindful of health and safety and carry out risk assessments.		
Contact address:	TekpenorAnim@tfl.gov.uk		

Role Purpose:

Dial-a-Ride is a door to door transport service for elderly and disabled people in London. Driver Attendants are required to assist service users, including manoeuvring wheelchairs and other mobility aids on and off vehicles.

Driver Attendants must plan the route that they will travel in order to meet the requirements of the daily worksheet and respond to any changes in order to meet business needs. They must work collaboratively with the call centre, their home depots and the engineering team in order to meet deadlines.

Driver Attendants are responsible for their vehicles and passengers while on duty and must adhere to strict health and safety guidelines, in particular regarding the use of equipment. They must carry out robust checks on the equipment required for the role and carry out regular risk assessments. Continuous training and support will be provided to ensure that they maintain the appropriate level of competence.

Key accountabilities:

- Drive to safe and professional standards (D1/PCV standards), all vehicle types operated by Dial-a-Ride in accordance with the Highway Code, including adherence to traffic and parking regulations and Blue Badge provisions.
- Using accessible vehicles equipped with a ramp or tail lift, transport passengers to/from designated collection points in a courteous and safe manner. Ensure passengers are correctly secured in the vehicle with a seatbelt or with the use of various specialist wheelchair securing mechanisms. This involves being able to stoop, bend, twist, crouch down to the ground, reach up to a height and perform other motions in order to secure wheelchairs into designated spaces on the vehicle using approved safety restraints.
- Undertake at start and finish of duty vehicle checks in accordance with legal and company requirements, report/deal with defects according to company procedures. Ensure that all necessary equipment for a day's duty is present on the vehicle and in good condition and refuel vehicles as may be required.
- Ensure schedule and time of journeys are followed; maintain accurate journey records for the purposes of monitoring and improving scheduling, including comments and complaints from passengers.
- In the event of an incident, collision or other accidents, near misses, actual or potential hazards, risks and any issues on the road or in the work environment which may be affecting provision of service, immediately liaise with the Depot Duty Manager and/or Management Control Centre (MCC). Take remedial action to minimise risks where it is reasonably practicable and safe to do so and complete company reports in a timely manner.
- To drive vehicles other than for the purpose of transporting passengers as directed.
- Assist passengers on a door-to-door basis. This involves the requirement to frequently climb several flights of stairs when required, lift and carry shopping of up to 20 kgs and/or belongings for passengers to and from their destination, lift and carry equipment such as shopping trolleys, walking frames, folded manual wheelchairs and other aides required by the passenger.
- To push and pull passengers in wheelchairs of various sizes (average weight 123 kilos) up and down kerbs, on and off bus ramps, different gradients and levels. Moving wheelchair and user through 90 degrees in order to enter and exit vehicle.
- Carry out Dynamic risk assessments, including a passenger's location and adverse weather conditions.

Additional information:

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 also be aware of and comply with all current health and safety legislation and other Company requirements that are relevant to their role. Training will include British Safety Council training (level 1) and passenger assistance training. 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.





SIEMENS

Siemens Opportunities

Put simply, we have something for every one of our 13,760 employees across the UK. From energy to healthcare, our business spans a wide range of sectors which offers our people a diverse mix of opportunities with many directions for development. Match this with our dedication for rewarding people who dare to ask challenging questions and you'll soon find the real power behind Siemens. Siemens employs around 13,760 people in the UK, including about 6,000 in manufacturing and engineering. Last year's revenues were £3.36 billion. As a leading global engineering and technology services company, Siemens provides innovative solutions to help tackle the world's major challenges in the areas of electrification, automation and digitalization. Siemens has offices and factories throughout the UK, with its headquarters in Frimley, Surrey.

Mobility overview

The demand for mobility is growing all over the world. Transporting people and goods to all corners of the earth presents challenges for the infrastructure of national economies. This applies, in particular, to the transport and logistics facilities of cities: Will cities be able to solve the problems caused by increasing road traffic? Can public transportation help them avoid total gridlock? How can railway operators increase the efficiency and safety of their systems? How can rail and road traffic be integrated? How can logistics supply chains be further optimised as freight volumes continue to increase steadily?

The Mobility Division provides answers to all of these questions with its comprehensive portfolio; because modern, interconnected and IT-based mobility is the core competency of its five business units: Mobility Management, Turnkey Projects & Electrification, Mainline Transport, Urban Transport and Customer Services. They have the know-how to make road traffic flow more smoothly and quickly, make trains more environmentally friendly and efficient, make train schedules and freight shipments more reliable. We work with our customers to develop optimal solutions to help overcome their challenges.

The portfolio of the Mobility Division includes;

- the full range of vehicles for rail traffic: Regional, as well as intercity and high speed trains, metro cars, streetcars and light rail, passenger coaches, driverless vehicles and locomotives
- Signal and control technology for rail-based passenger and freight traffic
- Electrification solutions for rail and road traffic
- Maintenance and service of vehicles and infrastructure
- Road traffic control and information systems, parking space management as well as electronic payment and toll systems for urban and interurban traffic
- Consulting, planning, financing, construction and operation of turnkey mobility systems
- Integrated mobility solutions for intermodal networking of different traffic systems

Traffic Solutions overview

From traffic control, congestion charging and low emission zone solutions to managed services, hosting, e-ticketing and electric vehicle charging infrastructure, Siemens has the vision, expertise and product portfolio to allow transport and city managers to deliver on their responsibilities: balancing emissions with transport efficiency and optimising transport modes, assets and network performance.

Benefits

My Future	My Wellbeing	My Protection	My Lifestyle
Pension EDCs	Medical Benefit Health Cash Plan Dental Insurance Health Assessments	Personal Accident Insurance Employee and Partner Critical Illness Cover Additional Life Insurance	Holiday Buy / Sell Retail Vouchers Childcare Vouchers Travel Insurance Cycle2Work Will Writing Mobile Phones Gadget Insurance Pure Card Tastecard

Recruitment process

- Online application and submission of CV; to be completed at' www.siemens.co.uk/careers

****Please note we are unable to accept speculative CVs via email. All submissions must be made online. If you can't find a live vacancy that is of interest, please create a candidate profile and set up job alerts so that we can notify you when a vacancy becomes available**

- Online testing (tests will depend on role)
- Application review by Recruiter
- Application review by Hiring Manager
- Telephone interview (if applicable)
- Assessment Centre or Face to Face interview
- Feedback
- Offer
- Medical (if required)
- Start date and induction

On the following page is an overview of some key roles we are recruiting in the London area. For more information on these roles, please speak to a Siemens representative at the event, or visit our careers page; www.siemens.co.uk/careers. Please note, we have in the region of 300 vacancies across our Mobility division in the UK, these are all captured on our Careers Page.

How to apply

Job title	Job ID	BU	Location	Job type
Installation Operative	210302	Traffic Solutions	Basildon	Permanent
Installation Operative	208460	Traffic Solutions	Enfield	Permanent
Maintenance Engineer	221358	Traffic Solutions	Enfield	Permanent
Maintenance Technician (T4)	220987	Rail Systems	Ilford	Permanent
Technical Support Engineer/ Senior Technician	194567	Rail Systems	Temple Mills	Permanent
Maintenance Technician	208340	Rail Systems	Acton	Permanent
Outstation Technician	221807	Rail Systems	Strawberry Hill/ Clapham	Permanent
Materials Interface Engineer	200648 / 206827	Rail Automation	Croydon	Permanent
EHS Specialist	205463	Rail Automation	Euston	Permanent
Plant & Facilities Engineer	209019	Rail Automation	Crawley	Permanent
Plant & Facilities Technician	209016	Rail Systems	Hornsey	Permanent
Maintenance Technician, Thameslink	223192	Rail Systems	Hornsey	Permanent
Performance Manager, Thameslink	222268	Rail Systems	Crawley	Permanent
Stores Coordinator, Thameslink	218487	Rail Systems	Crawley	Permanent

Siemens Careers page - www.siemens.co.uk/careers

Siemens CTP Careers page - <https://www.ctp.org.uk/focus/job-finding-job-vacancies-with-siemens/448701>

Maintenance Engineer

Opportunity type:	Paid	Duration:	Permanent
Location:	Enfield, London		
Shift type:	37.5 hr/wk – rolling shift plus overtime & standby		
Key purpose:	Maintenance and inspection of traffic signal and ancillary equipment		
Essential requirements:	Testing of electrical equipment in an industrial environment & must hold a UK driving license		
Contact address:	Catriona.webber@siemens.com		

Role Purpose:

Maintenance and inspection of traffic signal and ancillary equipment. Routine and corrective maintenance of equipment including optical maintenance, as defined by the Company and contractual requirements.

What are my responsibilities?

- Routine and corrective maintenance of traffic signal equipment
- Periodic Inspections of traffic signal equipment including electrical testing
- Out of hours working to support service contract requirements Standby for emergency repairs
- Successful completion of mandatory NHSS training requirements
- Undertake appropriate training with the addition of new equipment and systems as and when necessary, via formal and informal training, including on the job training.
- In accordance with the Company Health and Safety Policy, all employees have a duty to comply with all Health and Safety Procedures and to be alert in identifying potential hazards by removing or minimising them wherever possible.
- Any other duties reasonably requested within the skills required for the role

Key accountabilities:

- Ideally an HNC / ONC/ City and Guilds or equivalent experience in electrical engineering or similar
- Outlook - co-operative, helpful, willing to use initiative and conscientious.
- Flexibility - willing to change, move from one activity or work area to another, learn new activities, pick up new jobs confidently and easily.
- Effectiveness - drive and energy applied to work, accuracy and reliability, ability to get things right first time.
- IT - familiarity with product specific software
- Teamwork - work towards the team's goals, work well with other people, communicate effectively within the team and contribute to a high standard of team morale.
- Organisation – prioritisation of tasks and good attention to detail
- Must hold full UK Driving License
- Ideally experience of working outside and working at heights
- Working as part of a team and working unsupervised
- Testing of electrical equipment in an industrial environment
- Experience of working on traffic signal equipment is ideal but not essential

Additional information:

For further info & to apply online go to: Siemens.co.uk/careers
For Information on Traffic Solutions go to: siemens.co.uk/traffic/en/

Installation Operative or Technician

Opportunity type:	Paid	Duration:	Permanent
Location:	Basildon, Essex		
Shift type:	37.5 hr/wk – rolling shift plus overtime & standby		
Key purpose:	Carry out all new installation work and modification work to existing traffic signal sites in Essex and possibly London and Kent.		
Essential requirements:	Installation and/or testing of electrical equipment in an industrial environment & must hold a UK driving license		
Contact address:	Catriona.webber@siemens.com		

Role Purpose:

Siemens Mobility and Logistics currently has an exciting opportunity within the Traffic Solutions business for an Installation Operative or Technician to carry out all new installation work and modification work to existing traffic signal sites. On occasion works will be of a reactive nature and the operative will have to respond accordingly.

The role will involve working within a team as well as liaising with customers. Therefore, excellent communication skills are required for the role.

What are my responsibilities?

The primary role includes is to install traffic signal junctions and pedestrian crossings. This entails installing cables, poles and signal heads as well as other highways technology such as cameras, VMS signs etc

The operative is to ensure that all work is carried out;

- Safely
- To the customer contract specification
- In a timely manner
- Within current legislation
- With particular attention to Health and Safety at Work Regulations (HASAWA) & Chapter '8' signing & guarding

As a minimum the installation operative is to ensure that we provide our customers with the level of service they expect.

Continued on next page...

Key accountabilities:

- We are looking for hard working individuals who enjoy working outside.
- The role requires individuals to be flexible and have a positive attitude.
- Full training will be given but it is desirable but not essential at Technician level that candidates have experience working within the traffic signals industry or a similar industry.
- An understanding of electricity would be an advantage and it is essential that the successful individual can demonstrate that they are able to work with hand and power tools.

Any candidate would also be expected to be able to demonstrate the following skills;

- Outlook - co-operative, helpful, willing to use initiative and conscientious.
- Flexibility - willing to change, move from one activity or work area to another, learn new activities, pick up new jobs confidently and easily.
- Effectiveness - drive and energy applied to work, accuracy and reliability, ability to get things right first time.
- Teamwork - work towards the team's goals, work well with other people, communicate effectively within the team and contribute to a high standard of team morale.
- The successful candidate must hold valid UK Driving License
- Ability to work with hand and power tools

Additional information:

For further info & to apply online go to: [Siemens.co.uk/careers](https://www.siemens.co.uk/careers)
For Information on Traffic Solutions go to: [siemens.co.uk/traffic/en/](https://www.siemens.co.uk/traffic/en/)

Maintenance Technician- Rolling Stock

General Details:

Opportunity type:	Paid	Duration:	Permanent
Location:	Various London (Crawley, Hornsey, Ilford, Acton)		
Shift type:	40 hr/wk – rolling shift plus overtime & standby		
Key purpose:	Carry out all maintenance and repair work on rolling stock to meet the requirements of the production plan		
Essential requirements:	Must have relevant experience in a mechanical/electrical engineering environment		
Contact address:	Roxane.tizzard@siemens.com		

Role Purpose:

Siemens plc, Rail Systems provides expertise and technology in the full range of rail vehicles – from heavy rail to metros to trams and light-rail vehicles. In the UK, the Siemens plc, Rail Systems employs around 750 people and maintains over 360 Siemens passenger trains for First TransPennine Express, South West Trains, Heathrow Express, Greater Anglia Franchise (Abellio), Northern Rail, London Midland and ScotRail. In addition to manufacturing the new trains for Thameslink, the company will also be supplying Eurostar with its new high speed fleet of trains.

Siemens Plc, Rail Systems are currently recruiting for a number of Maintenance Technicians to undertake maintenance of rolling stock and to carry out associated activities that support the operation of the depot.

What are my responsibilities?

- With minimal supervision undertake maintenance and repair of the allocated rolling stock to meet the requirements of the production plan
- Undertake train driving and preparation duties as required
- Carry out download diagnosis and fault finding to an advanced level
- Produce complex, analytical technical reports on fault investigation
- Assist other team members with the development of technical skills by acting as a mentor
- Specialise in areas of technical expertise
- Assist with the provision of technical support at incidents off depot
- Drive the rolling stock within the depot site limits, where necessary
- If required, in the absence of a Deputy Supervisor or Supervisor, will allocate work and direct the team to meet the requirements of the shift (if appropriate training received - site specific)
- Undertake any other duties as and when required

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Key accountabilities:

- Must have relevant experience in a mechanical/electrical engineering environment
- Ability to complete all records of actions and operations accurately
- Understands and cares for tools, equipment and PPE as appropriate
- Knowledge of Health & Safety including bio-hazards, manual handling and Control of Substances Hazardous to Health (COSHH)
- Ability to use a laptop for diagnostic, faultfinding and rectification purposes
- Ability to understand and interpret relevant technical publications
- Proven experience in faultfinding
- Ability to produce detailed complex, analytical technical reports
- Safety critically assessed

Additional information:

For further info & to apply online go to: siemens.co.uk/careers
For Information on Traffic Solutions go to: siemens.co.uk/rail

Installation Operative or Technician

Opportunity type:	Paid	Duration:	Permanent
Location:	Enfield, London		
Shift type:	37.5 hr/wk – rolling shift plus overtime & standby		
Key purpose:	Carry out all new installation work and modification work to existing traffic signal sites.		
Essential requirements:	Installation and/or testing of electrical equipment in an industrial environment & must hold a UK driving license		
Contact address:	Catriona.webber@siemens.com		

Role Purpose:

We have a vacancy for either an Installation Technician or Installation Operative. Applications are encouraged for either level of role, however the final decision will depend on experience and interview performance demonstrated by the successful applicant.

As a Technician the role will involve undertaking all new installation work and modification work to existing traffic signal sites. On occasion works will be of a reactive nature and the operative will have to respond accordingly.

In addition, an Installation Operative would also undertake electrical testing and pre-commissioning activities. On occasion works will be of a reactive nature and the operative will have to respond accordingly.

What are my responsibilities?

Installation Technician

- Installation of traffic signal assets and ancillary equipment unsupervised or as part of a team
- Liaising with customers and other contractors that may be on site
- Ensuring works are completed in accordance with the site specification, in a timely manner and to a sufficient quality level
- Successful completion of mandatory NHSS training requirements
- Out of hours working to support service and installation contract requirements
- Undertake appropriate training with the addition of new equipment and systems as and when necessary, via formal and informal training, including on the job training.
- In accordance with the Company Health and Safety Policy, all employees have a duty to comply with all Health and Safety Procedures and to be alert in identifying potential hazards by removing or minimising them wherever possible.

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Installation Operative

As above, plus

- Installation of traffic signal assets (including the installation and wiring of controllers) and ancillary equipment unsupervised or as part of a team
- Complete electrical tests and pre-commissioning activities

Key accountabilities:

- Outlook - co-operative, helpful, willing to use initiative and conscientious.
- Flexibility - willing to change, move from one activity or work area to another, learn new activities, pick up new jobs confidently and easily.
- Effectiveness - drive and energy applied to work, accuracy and reliability, ability to get things right first time.
- Teamwork - work towards the team's goals, work well with other people, communicate effectively within the team and contribute to a high standard of team morale.
- Must hold full UK Driving License
- Ideally experience of working outside and working at heights
- Working as part of a team and working unsupervised
- Installation and testing of electrical equipment in an industrial environment
- Ideally experience of working on traffic signal equipment

Additional information:

For further info & to apply online go to: [Siemens.co.uk/careers](https://www.siemens.co.uk/careers)
For Information on Traffic Solutions go to: [siemens.co.uk/traffic/en/](https://www.siemens.co.uk/traffic/en/)



A leading technology company delivering ICT, mission critical communication networks and operational systems, vital in the effective operation of the nation's infrastructure.

Our expertise and accreditations make us a Partner of choice for organisations at the forefront of the digital revolution.

Industry sectors include Public Safety & Defence, Transport, Service Provider, Government/Public Services.

Our main locations are at Warwick (Warwickshire) and London (Heathrow, West Ham and Euston area), Basildon, Camberley, Chorley (Lancs), Dublin and Belfast however we have a number of smaller offices across England, Scotland, Northern Ireland and Republic of Ireland.

General Details:

Opportunity type:	Unpaid	Duration:	3 weeks
Location:	West Ham and Warwick		
Shift type:	0900 to 1700		
Key purpose:	Field Engineering in Rail and London Underground		
Essential requirements:	Telecommunications technician - qualified to BTEC Level 3 or equivalent		
Contact address:	george.dickson@telent.com		

Role Purpose:

Asset Management (West Ham, London)

Maintenance and repair, installation and upgrade of a wide range of London Underground telecommunications assets – CCTV, PA, Command and Control Systems, Help Points, Clocks, Data Networks.

Rail (Warwick)

Installation and upgrade of new telecommunications systems across the UK Rail Network

Key accountabilities:

This placement will give the individual an overview of the fast moving world of Rail technology. The Field Engineer is graded dependent upon skill sets, experience, certification and competencies.

- Must adhere to Transport at Work Act, particular attention being drawn to the Alcohol and Drugs Policy.
- Must complete all customer safety training and adhere to all procedures.
- Completion of planned maintenance in line with defined schedules.
- Reporting of progress against schedule.
- Ensuring that all work is carried out to the highest standard

Additional information:

Opportunities post placement:

Upon completion of the placement candidates will be issued with a written debrief. Candidates will be informed the next time a similar post is advertised. Successful applicants will work toward licensing by the Institution of Railway Signal Engineers, which will enable them to work on Safety Critical systems. Telent has a policy of continual staff training and development, and structured career progression ensuring our skill sets match technological advances and Health and Safety legislation. Railway engineering is a 24 hour business and the ability to work on a days and nights shift pattern is essential.

General Details:

Opportunity type:	Unpaid/Paid	Duration:	3weeks/6 months
Location:	Heathrow		
Shift type:	Shift work 4 days on 4 days off		
Key purpose:	Engineer (3-6 month role - paid) Provide maintenance engineer to diagnose and rectify faults on Traffic Management Systems in London Provide installation engineering for the modernisation of Traffic Management Signals in London		
Key purpose:	Administrative (3 week role - unpaid) Business Overview including opportunities on our Fault desk		
Essential requirements:	Engineer Electrical/Electronic Engineering qualifications		
Essential requirements:	Administrative Customer services experience Good organisational skills		
Contact address:	Michael.gordon@telent.com		

Role Purpose:

Engineer

To provide fault rectification of traffic management systems through fault diagnosis.

Installation of Traffic Management Systems in support of the modernisation of sites throughout London

Administrative

General - To give placements an overview of the business

Fault desk - To provide a single point of contact to Customers, processing requests for support, resolving and co-ordinating resolution with appropriate functions in line with the standards and procedures adopted by **telent**.

Key accountabilities:

- Ability to work alone
- Self-motivated and driven to complete tasks set
- Good Time management
- Good analytical fault diagnosis skills
- Attention to detail to get the job done right first time
- Self-disciplined to be able to work through to the end

Additional information:

Upon completion of the placement candidates will be issued with a written debrief. Candidates will be informed the next time a similar post is advertised.

Successful Engineering applicants will work toward Highways Electrical Registration Scheme, which will enable them to work on the UK highways.

Telent has a policy of continual staff training and development, and structured career progression ensuring our skill sets match technological advances and Health and Safety legislation. Traffic engineering is a 24 hour business and the ability to work on a days and nights shift pattern is essential.



Company Information and Current Opportunities

 #transition2transport



McGinley Support Services is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve.

About us

McGinley Support Services is one of the UK's largest specialist recruitment businesses providing the Infrastructure sector with permanent, contract and temporary staff of any type, at all levels. Consulting and recruiting since 1978, we now help customers across the infrastructure in Rail, Metro, Roads, Energy, Telecoms, Water, Waste, Ports and Airports.

In our work as a construction recruitment agency we support both those looking to recruit staff and those looking for construction jobs. We ensure that the staff we provide have the necessary skills and safety knowledge to do the job to an excellent standard in the markets we specialise in, and as well as following UK industry standards, we comply with the law as a minimum. As specialists in a recruitment support service role, we also ensure that those looking for jobs are trained to the skill level they need to be at, which is particularly valuable due to the skills shortage in our specialist areas.

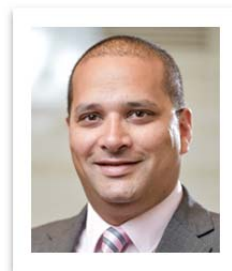
McGinley Support Services has been working with the Career Transition Partnership since 2013, attending Employment Fairs and placing Ex Military Personnel in to employment.

We are currently looking to fill the following positions:

- Commercial
- Project Management
- LUL Platelayers
- General operatives
- PTS Trackman
- Signalling Professionals
- OLE Staff
- Civil Labourers
- Logistics Professionals
- Tradesman

Come and speak to us today to see how we can help or contact Warren Kingham.

Warren Kingham
National Technical Manager
M: 07766504261
E: technical@mcginley.co.uk



 **#transition2transport**



Opportunities with McGinley Support Services

General Details:

Opportunity type:	Paid	Duration:	Contract specific
Location:	UK wide		
Shift type:	Contract specific		
Key purpose:			
Essential requirements:	Contract specific		
Contact address:	technical@mcginley.co.uk		

Role Purpose:

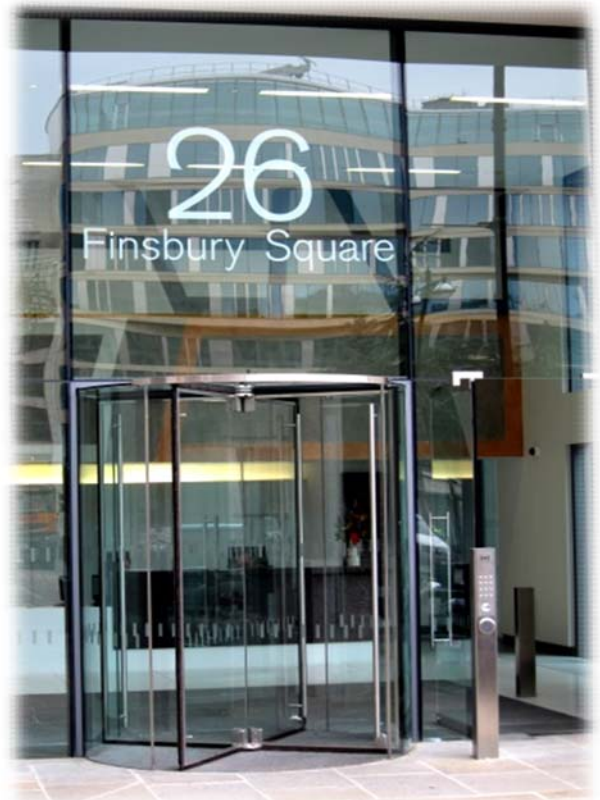
McGinley Support Services is one of the UK's largest specialist recruitment businesses providing the Infrastructure sector with permanent, contract and temporary staff of any type, at all levels. Consulting and recruiting since 1978, we now help customers across the infrastructure in Rail, Metro, Roads, Energy, Telecoms, Water, Waste, Ports and Airports.

McGinley Support Services has been working with the Career Transition Partnership since 2013, attending Employment Fairs and placing Ex Military Personnel in to employment.

We are currently looking to fill the following positions for our clients:

- Commercial
- Project Management
- LUL Platelayers
- General operatives
- PTS Trackman
- Signalling Professionals
- OLE Staff
- Civil Labourers
- Logistics Professionals
- Tradesman

Contact our Technical Team for more details



ELECTRICAL INSTALLATION ENGINEER

General Details:

Opportunity type:	PAID	Duration:	PERMANENT
Location:	LONDON		
Shift type:	10PM-6AM NIGHTS (SUN-THURS)		
Key purpose:	TO CARRYOUT ELECTRICAL INSTALLATION WORKS ACROSS LUL NETWORK		
Essential requirements:	<ul style="list-style-type: none"> • Approved Electrician City & Guilds I.E.E Wiring Regulations 16th Edition Minimum (17th Edition Preferred) • Capable of reading drawings and schematics. • Capable of passing LUCAS/Sentinel station access safety assessment 		
Contact address:	syoun@mjquinn.co.uk		

Role Purpose:

Carry out electrical installation works as directed by the project site person in charge.

You will ensure that all tasks are carried out to comply with relevant standards.

Key accountabilities:

- Carry out electrical installation works as directed by the project site person in charge
- Make safe use of plant and tools including access equipment under the guidance of competent staff
- Oversee the work of an electrical apprentice or mate to form a cohesive work unit with minimal supervision from the site person in charge.
- Able to take responsibility for the immediate work site identifying and escalating any hazardous circumstances
- Comply with workplace risk assessments and method statements as required
- Identify manageable target installation objectives and complete within the agreed timescale
- Take part in workplace training

Additional information:

Ongoing training will be provided to ensure access to LUL locations.

Opportunities for development are available.

MECHANICAL ENGINEER

General Details:

Opportunity type:	PAID	Duration:	PERMANENT
Location:	LONDON		
Shift type:	10PM-6AM NIGHTS (SUN-THURS) 12HR SHIFTS (4 ON/4 OFF)		
Key purpose:	TO CARRYOUT MECHANICAL ENGINEERING ON LUL NETWORK		
Essential requirements:	FORMAL QUALIFICATION IN PLUMBING/HEATING & VENTILATION/AIR CONDITIONING DISCIPLINE		
Contact address:	syoun@mjquinn.co.uk		

Role Purpose:

Duties will consist of reactive, servicing/maintaining and rectification works on mechanical assets installed on various premises. You will ensure that all tasks are carried out to comply with relevant standards.

Key accountabilities:

- Ensuring that all works are carried out in timely manner and comply with the relevant standards
- Collation and submission of all evidence of work – printouts/engineers sheets/test results.
- Maintaining good relationship with the customer
- Identifying potential remedial works during reactive/PPM visits and supplying accurate scopes of work to enable quote generation.
- Identifying technical issues with the systems being worked on and carrying out corrective actions

Additional information:

Ongoing training will be provided to ensure access to LUL locations.
 Opportunities for development are available.

HSE ADVISOR

General Details:

Opportunity type:	PAID	Duration:	PERMANENT
Location:	LONDON		
Shift type:	8:30am-5pm (Mon-Fri)		
Key purpose:	PROVIDE HSE ADVICE AND SUPPORT		
Essential requirements:	<ul style="list-style-type: none"> • NEBOSH Certificate or equivalent qualification • At least 3 years experience of health and safety within the railway and/or construction industry, ideally within a multi-disciplinary project management environment. • A sound understanding of construction and general HSQE legislation including a detailed knowledge of the Construction (Design & Management) Regulations 2015, Construction (Health, Safety & Welfare) Regulations 1996 and the Railways and Other Transport Systems (Approval of Works, Plant and Equipment) Regulations 1994. • Practical experience of compliance audit using proprietary systems (e.g. RSRS). • Excellent interpersonal and communication skills. • A sound understanding and experience of Quality Management Systems and Standards (e.g. BSI, ISO 9001-2008). • The ability to manage complex issues through the deployment of excellent interpersonal, organisational and communication skills and the ability to lead and motivate team members to achieve programme objectives. 		
Contact address:	syoun@mjquinn.co.uk		

Role Purpose:

The post holder is to work with the HSEQ Manager to ensure the implementation and maintenance of the MJ Quinn Safety, Quality & Environmental Policies and the HSQE Management System (MS), so as to ensure that MJ Quinn project management activities are managed in accordance with MJ Quinn (HSQE-MS), through the systematic application of relevant MJ Quinn procedures and in accordance with recognised and statutory provisions, Safety, Quality and Environmental Standards and ongoing monitoring of compliance against such requirements.

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Key accountabilities:

- Provide functional support and guidance and professional expertise to the MJ Quinn project / service teams on all safety, quality and environmental compliance matters affecting the projects so as to ensure the successful execution of the MJ Quinn Projects, interfacing with the client as required.
- On behalf of MJ Quinn Safety, Quality and Environment, implement and maintain the MJ Quinn Safety, Quality and Environment Policies, HSQE Management System and monitor compliance against these requirements through a systematic regime of compliance audit and safety performance reporting.
- Liaising with the individual Project Managers involved ensuring that adequate safety procedures are established within their projects.
- Assist the Managers in ensuring safety responsibilities for each individual within a project team are clearly defined and meet the safety requirements of the project.
- Assist in assuring the safety by audit of staff and consultants working on the MJ Quinn projects.
- Assist in monitoring the auditing of the individual projects through all their phases to ensure the integrity of the safety systems set up within them and to ensure a cost effective approach to safety management.
- To be aware of legislation relevant to the project portfolio
- Liaise with Governmental departments and outside safety agencies as required by individual projects.
- Monitor all occupational health and safety issues pertinent to the Projects and its personnel

Additional information:

Ongoing training will be provided to ensure access to LUL locations.

Opportunities for development are available.

Will be required to attend sites.

MECHANICAL DESIGN ENGINEER

General Details:

Opportunity type:	PAID	Duration:	PERMANENT
Location:	LONDON		
Shift type:	8:30am-5pm (Mon-Fri)		
Key purpose:	MECHANICAL DESIGN		
Essential requirements:	<ul style="list-style-type: none"> • A degree or equivalent in a relevant subject • Previous experience as a Design Engineer • Advanced use of AutoCAD • Project control experience 		
Contact address:	syoun@mjquinn.co.uk		

Role Purpose:

Design Engineer you will be required to work closely with other members of the team throughout all stages of the design process and will be responsible for creating detailed designs using Auto CAD and associated packages.

As Design Engineer you will ensure the project is delivered using safe methods of work and oversee quality control throughout its life cycle.

Projects adhere to the M.J. Quinn Project Management Methodology which defines the governance and deliverable requirements of each project stage.

Key accountabilities:

- Concept generation
- Work with technicians to create proof of concept prototypes
- Assist engineers in calculating and designing solutions
- Design and detailing of new products
- CAD design
- Improvement of existing products and processes
- Write reports and produce high quality design documentation
- Provide and maintain a programme schedule and produce progress reports
- Offer technical support to colleagues
- Liaise with clients and external suppliers and maintain good working relationships
- Maintain a consistent high standard of work that is accurate and matches engineering standards
- Ensure all products meet and exceed the company's quality mark
- Keep up to date with industry developments
- Take part in regular review meetings
- Engaging HSEQ as needed on the project, all necessary Method Statements are in place and ensuring a safe working environment is maintained

Additional information:

Ongoing training will be provided to ensure access to LUL locations.

Opportunities for development are available.



Working together to transform London's streets

Opportunities with CVU

Placement Details

A three week work attachment (unpaid) after which a written report of the placement which is issued to the candidate.

The Tunnels and Structures team cover the following activities:

Maintenance:

We have to clean and carry out repairs to the following structures, retaining walls, river walls, subways, bridges and Tunnels

The activity is to arrange the works by programming, resourcing, permitting and checking the supply chain, recording all details and finally assisting with payments

Safety and Structural Inspections:

The activity is to visit all the assets we maintain, to inspect for deterioration of the structure, through cracks, water seepage, damage and corrosion.

Minor structures refurbishments and repairs:

The activity is to carry out minor repairs and improvements to all structures we are responsible for. An example is with subways which includes, replacement dda handrails, painting walls, improving treads to staircases, updating signs and installing new gates for security. Again we have to arrange the works by programming, resourcing, permitting and checking the supply chain, recording all details and finally assisting with payments

Design and Build major schemes:

The activity is to carry out various activities to our major structures including repairing Westminster Bridge facias, painting overhead sign gantries on the A12, changing expansion joints on the A12, waterproofing a bridge on the A3, and erecting wayfinder signs in a tunnel on the A12. Our other major work is refurbishing numerous pump stations to underpasses and subways, to stop flooding, changing pumps and control panels. Again we have to arrange the works by programming, resourcing, permitting and checking the supply chain, recording all details and finally assisting with payments

The placement will to be involved in carrying out any duties in the delivery of these projects, with administration duties in the office combined with site visits to ensure the work is done efficiently, correct quality and safely. An engineering background would be very useful

Communications Officer

General Details:

Opportunity type:	Paid	Duration:	6 months
Location:	Silvertown		
Shift type:	This is a full time role but flexible working arrangements will be considered for the right candidate.		
Key purpose:	Business support		
Essential requirements:	<p>Ability and confidence to communicate with people at all levels within an organisation and with external people including clients and the public</p> <p>Excellent writing, editing and proofreading skills.</p> <p>Strong business-to-business editorial, professional copywriting or communications experience.</p> <p>Ability to develop relationships with people in a fast paced, busy operations environment.</p> <p>Flexibility – the successful candidate will be willing to work across a broad range of activities as the role evolves.</p> <p>Experience of working in a deadline-orientated environment.</p> <p>Knowledge of the engineering sector – in particular roads and highways – is advantageous but not essential.</p> <p>Proficient in Microsoft Word.</p> <p>Use and experience of using Adobe InDesign and Content Management System would be desirable but not essential</p>		
Contact address:	Please provide an email address for contact		

Role Purpose:

The communications officer will undertake a broad range of communication and marketing based activities. With a particular focus on content development using a wide range of communication mechanisms and for internal and external audiences, the ability to win trust and build relationships with a busy operations team will be essential. This is a newly created role so it is an ideal opportunity for a motivated and driven individual to make their mark. The role will be based in CVU's east London office, with travel to other London CVU offices and site activities as required.

Key accountabilities:

- Maintain a proactive programme of internal and external communications activities that reflect the business priorities.
- Ensure all published communication is consistent and supports CVU's vision and strategy.
- Manage the deployment and develop the use of the CVU brand ensuring the visual identity complies with style guidelines.
- Manage and help facilitate customer and employee events.

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- Support and develop community engagement activities
- Liaison with other service providers communication managers and the client communication team

Specific marketing and communications tasks will include:

- Sourcing stories and writing content for customer and employee newsletters, ranging from announcements about CVU project successes to employee news.
- Planning, gathering and editing content for other internal and external communications channels, such as the CVU intranet, website and press releases.
- Developing press releases that generate positive press coverage to support CVU's vision and improve the business' profile within London.
- Managing the content and delivery of a CVU website.
- Producing support marketing materials, such as leaflets and brochures for business development opportunities.

Producing CVU branded items and marketing collateral including business cards, stationery, events stands, folders etc

Design Team

A 6-month fixed-term contract – Paid

Candidates will be interviewed prior to appointment with feedback given to candidates in all cases.

Experience working on the London Highways Alliance Contract (LoHAC), designing and building highway schemes on behalf of Transport for London:

- Preliminary design
- Preliminary costing of schemes
- Developing design and build programmes
- Detailed design
- Bills of quantities
- Site visits

Further details will be given once CV has been received.



Opportunities with Cubic

ELTRACS Maintenance Technician

General Details:

Opportunity type:	Permanent
Location:	One London, Unit 3 Electra Business Park, 160 Bidder Street North, Canning Town, London E16 4ES
Shift type:	4x4 days/nights
Key purpose:	We are looking for an ELTRACS Maintenance Technician to provide maintenance and repair of customer equipment on the ELTRACS Network and support to the Maintenance Team Leader & Engineer. The position reports to the ELTRACS Team Leader.
Essential requirements:	<ul style="list-style-type: none"> • Experience of maintenance of equipment in a roadside or similar environment • Mechanical, electrical or electronic aptitude • PC Literate • Full Driving Licence
Contact address:	Recruitment-uk@cubic.com

Key accountabilities:

<ul style="list-style-type: none"> • Carry out routine and preventative maintenance • Attend /assist with faults and ensure the use of a logical approach to fault finding • Ensure all activities are performed safely and to a high standard • Ensure asset maintenance is reported in a timely and accurate manner • Provide support to the Maintenance Team Leader & Engineer • Perform minor civil works & site clearance • Work in a Safety critical arena, roadside, in Tunnels and at Height • Attending and proactively participating in the Maintenance Team meetings • Deputise for the Engineer when required
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Engineering Technician

Opportunity type:	Permanent
Location:	AFC House, Honeycrook Lane, Salfords, Redhill, Surrey RH1 5LA
Shift type:	Monday – Friday, 0830-1630
Key purpose:	<p>To support the Hardware Design Engineers to enable the team to meet deadlines and complete projects by using your skills in cable harness manufacturing, soldering, testing and prototype assembly. You will be maintaining the Hardware Engineering Laboratory ensuring it is ready to support the needs of current and future projects.</p> <p>This position offers the opportunity to work at the cutting edge of technology within the transportation sector. With an extensive list of high profile projects you will be exposed to all areas of transportation technologies including the latest innovations in automated fare collection and contactless payments.</p>
Essential requirements:	<p>Qualifications</p> <ul style="list-style-type: none"> • HNC Electronic/Electrical Engineering or Computing • TMIET (desirable) <p>Experience</p> <ul style="list-style-type: none"> • Experience working in an Electronic/Electrical/Manufacturing role • Soldering experience • Electronic Testing experience • Cable assembly and testing • Assembling products to Engineering Drawings • Fault find electronic assemblies (desirable) • Experience PAT testing products (desirable) • Experience performing Environmental testing on products (desirable)
Contact address:	Recruitment-uk@cubic.com
Key accountabilities: <ul style="list-style-type: none"> • Assemble prototypes to Engineering drawings • Test prototypes using multi-meters, oscilloscopes, power supplies and environmental chambers • Modify prototypes using soldering iron and rework station • Make and test cable assemblies to Engineering Drawings • Ensure all test equipment is calibrated and fit for purpose • Procure parts for prototypes and Lab use • Keep Lab environment tidy and clean 	

ELTRACS Project Engineer

General Details:

Opportunity type:	Permanent
Location:	One London, Unit 3 Electra Business Park, 160 Bidder Street North, Canning Town, London E16 4ES
Shift type:	Standard
Key purpose:	We are seeking an ELTRACS Project Engineer to provide engineering support to the ELTRACS Project Management Team and Senior Project Engineers on multiple ELTRACS Capital Works Projects. This role reports into the ELTRACS Project Manager.
Essential requirements:	<ul style="list-style-type: none"> • Qualified to ONC/HNC or BTEC in Electronic Engineering, Telecommunications Engineering or equivalent • Experience of working on modern electronic equipment in a roadside environment • Experience of supervising teams • Experience of installing equipment in a roadside or similar environment • Able to work variable shifts appropriate to delivering the Project • Full Driving Licence • Microsoft Office Accreditation (desirable) • Civils Works experience (desirable)
Contact address:	Recruitment-uk@cubic.com

Key accountabilities:

<ul style="list-style-type: none"> • Installation and Commissioning of enhanced, replacement and new equipment • Technical documentation production and administration • Supervision of sub- contractors • Writing of test specifications • Updating technical drawings • Project administration support • Project installation works • Overseeing FAT & SAT to the Client • Provide engineering support to the ELTRACS preventative maintenance teams • Attend and proactively participate in the Capital Works team meetings • Produce Health and Safety documentation

Field Services Technician

General Details:

Opportunity type:	Permanent
Location:	Unit 12 & 13, Lyon Way Trading Estate, Greenford, Middlesex UB6 0BN
Shift type:	5 days/nights
Key purpose:	Performs testing, repair and maintenance activities to equipment at field sites. Operates and maintains digital and analog electronic devices and troubleshoots assemblies to the board level.
Essential requirements:	<ul style="list-style-type: none"> • Degree or equivalent in electronics, computer science, information systems and/or related technical subjects • Ability to understand verbal instructions to rework, repair, test, troubleshoot and maintain equipment • Established verbal and written communication skills • Excellent customer service skills • Ability to travel foreign and domestic • Able to undertake a physical role which requires bending, stretching and kneeling
Contact address:	Recruitment-uk@cubic.com

Key accountabilities:

<ul style="list-style-type: none"> • Provide assistance to senior field technicians in setting up, installing and initiating the operations and servicing of equipment at field sites • Provide assistance to senior field technicians performing routine campaigns and installations • Recommend changes in circuitry or installation specifications to simplify assembly and maintenance • Develop wiring diagrams and draws layouts of electronic equipment • Interface with customer agency in a professional manner during operational meetings or while supervising a campaign and/or installation of equipment at field sites • Identify and analyse equipment malfunctions and utilizes various maintenance and repair manuals, test equipment, wiring diagrams, schematics, electronic devices and electrical equipment, to rework, repair and maintain equipment • Maintain records of all maintenance activities in accordance with contractual requirements • Assist other site technicians in solving unusual problems in the hardware • Perform general maintenance on all installed equipment • Perform technical and semi-technical tasks not always electronic in nature • Build cable assemblies and Printed Circuit Board (PCB's) as required • May serve as lead and perform other related duties as required



Opportunities with POS Services

Site Operative – Construction

General Details:

Opportunity type:	unpaid	Duration:	3 week placement
Location:	Harrow and Central London		
Shift type:	Variety		
Key purpose:	For those looking at entering construction and gaining a skill.		
Essential requirements:	Basic level of English language and able to take instruction.		
Contact address:	apply@posservicesuk.com		

Role Purpose:

The purpose of this role is to offer a 3 week placement for those wishing to enter the construction industry. During the 3 weeks potential candidates will be given access to basic awareness training and an introduction to working within the construction industry.

Candidates will also be given work placements on live sites under close supervision and mentorship to gain an insight into various trades and skills to enable them to choose possible careers.

Potential candidates will be assessed throughout the 3 weeks on the following:

- their ability to work as part of a team
- health and safety awareness
- communication skills
- Time keeping

Key accountabilities:

On site, you will be given an insight into a mixture of trades. This can range from groundwork, formworks to steel fixing, health and safety. You will witness various building techniques and various tools such as hand, power and machine tools right up to specialist equipment.

Additional information:

You will need:

Basic knowledge of building methods and materials

The ability to follow both written and spoken instructions

At the end of the 3 weeks placement you will have a review meeting with a senior member of the construction staff and HR who will give you feedback on your placement.

Candidates who show promise may be offered a 6 month contract.

Site Operative – Rail

General Details:

Opportunity type:	unpaid	Duration:	3 week placement
Location:	Harrow and London Underground		
Shift type:	Variety		
Key purpose:	For those looking at entering the rail industry and gaining a skill.		
Essential requirements:	Basic level of English language and able to take instruction.		
Contact address:	apply@posservicesuk.com		

Role Purpose:

The purpose of this role is to offer a 3 week placement for those wishing to enter the rail industry. During the 3 weeks potential candidates will be given access to training and an opportunity to work on various types of works and alongside safety critical staff within the London Underground network.

Candidates will also be given work placements on live sites under close supervision and mentorship to gain an insight into various trades and skills to enable them to choose possible careers.

Potential candidates will be assessed throughout the 3 weeks on the following:

- their ability to work as part of a team
- health and safety awareness
- communication skills
- Time keeping

Key accountabilities:

On site, you'll find yourself learning a mixture of trades. This can range from rail maintenance, refurbishments to the general upkeep of the stations.

Additional information:

You will need:

Desired Sentinel/Lucas Card

The ability to follow both written and spoken instructions

Good team working skills

Health and Safety Officer

An exciting opportunity has arisen to join our company POS Services. POS Services is looking for a Health and Safety Officer with the knowledge and experience to provide technical guidance to managers within the company, ensuring that health, safety and quality standards are met and maintained our excellent record of Health and Safety.

The role demands that only applicants who are highly focused and professional and can demonstrate a track record of employment and experience in a similar role.

The role may on some projects involve working night shifts from time to time if required as POS Services have on going contracts on London Underground.

The Health and Safety Officer will report directly to the HSEQ Director and submit monthly reports

Key responsibilities include:

Maintain the company's policies and procedures to ensure it operates within legal requirements

Develop and implement standardised processes and templates

Implement and undertake health and safety audits

Take personal ownership for the investigation and management of all accidents on site, compiling accident statistics and looking at ways to reduce/improve these rates

Manage and co-ordinate all Health and Safety training and inductions

Maintain and review SSOW

Take control of COSHH files at each site

Produce management reports/statistics as required

Manage and co-ordinate all site maintenance and facilities

Manage and co-ordinate Health & Safety Committee Meetings

Desired experience:

NEBOSH certification is essential

Proven experience of working in a highly customer service focused environment

Excellent communication and organisation skills, with the ability to build good customer relationships

Attention to detail

Experience within health and safety/quality compliance standards

Ability prioritise and manage own work schedule, without supervision.

Experience in and flexibility to travel to multiple sites and work possible shift rotation on nights (Rail)

The ideal candidate will have the gravitas to support senior stakeholders and be self-motivated to make a difference. This position offers the opportunity to truly contribute to the success of the business, as Health and Safety is one of our core values.

Training and Certificates Required

- National Construction Certificate in Occupational Safety & Health (Nebosh)
- Minimum Level 3 NVQ in Supervisory Management
- CSCS Supervisor/Managers Card
- SMSTS Site Managers Safety Training Certificate
- First Aid at Work Certificate 3 day
- Sentinel Rail Card PTS/Lul access (desirable)

Professional Experience

- Minimum 5 years' experience in the role advertised;
- Workplace inspections and audits
- Preparation of SSOW safe systems of work and ensuring work activities are planned and controlled in accordance with best practice and HSE policies ensuring high standard of safety management throughout all areas at all times;
- Production of toolbox talks and task briefing sheets;
- Delivery of health and safety training to managers and workforce.

Package

- £35K to £40K depending on experience

IT & Systems Assistant

POS Services is currently recruiting for an IT & Systems Assistant/Trainer with excellent computer programming (VBA), hardware and networking skills, to assist the IT & Systems Manager. You will provide general support of the in-house computer systems. This will include the installation, repair, and updating of existing systems. You will be the 'go to' person, looking after the repair of basic networking issues as well as ensuring the smooth running of the in house systems and servers.

You must possess a passion for IT and a high work ethic. You will gain hands-on experience quickly in a huge variety of areas and quickly build on your existing skills.

Key Responsibilities:

- Support end-users on the in-house systems.
- Configuration, installation and support of the company network, email, and VBA in-house systems.
- Maintaining various hardware and software; desktops, peripherals, servers and telephone system.
- Administering daily back-ups, logs and reports, including the monitoring of PC performance.
- Maintaining our ITC Test Centre.
- Testing new software and hardware platforms, before roll out, accounting for any possible issues.
- Documenting errors, failures and hardware removals accurately and in a timely fashion.
- Keeping up-to-date with the world of IT, possibly using your knowledge to implement new ideas and strategies.
- Training new and existing users on the company systems and software to ensure knowledge and skills are pertinent to the needs of the company and job role of the individual (including MS Word, Excel, Access, Powerpoint and Outlook)
- Creating and updating user training notes and guidelines for all systems and software including PowerPoint presentations.

The successful IT & Systems Assistant will have demonstrable experience in a desktop based IT support role. You will be a good communicator with people of all levels.

This is a full time position based in POS Services Head Office in Kenton, Harrow, with a salary offering of up to £24,000 per annum for the right candidate.

If you would like to be considered for this position, please apply today, supplying your most up-to-date CV for consideration. It would be very helpful to provide a covering letter, stating suitability

Contact:

Transport for London
14 Pier Walk
North Greenwich
London
SE10 0ES

Email military@tfl.gov.uk

