CROSSRAIL JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title of Post:</th>
<th>Handover Lead</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Testing, Commissioning and Handover</td>
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<tr>
<td>Directorate:</td>
<td>Delivery</td>
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<tr>
<td>Reports to:</td>
<td>(Discipline) Handover Manager</td>
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<tr>
<td>Band:</td>
<td>3</td>
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<tr>
<td>Date:</td>
<td>02/12/2016</td>
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1. Purpose of the Job
To support the Employer, Crossrail Limited (CRL) in delivering and expediting the successful Handover of the Element to the Infrastructure Managers (IMs), through collaboration with the CRL Project Team, the representatives of the IMs, the wider Handover team and the wider CRL Team.

An Element is defined as an asset which is part of the Railway as a whole. An Element may be a station, shaft, portal, or route (railway).

2. Principal Accountabilities
- Delivers the successful Handover of the Element and its systems to the Infrastructure Managers (IMs).
- Supports the development of functional strategies, processes, tools and procedures affiliated with Handover.
- Is responsible for the Element Handover Execution Plan and Element Handover Completion Report.
- Be the single point of contact for Handover of the individual Element, and to nurture the relationships within that project team.
- To guide the Project Manager and their team on the path to a successful Handover of the station and its systems.
- To culture the mind-set within the Project Team of Element Handover from Contract delivery.
- To monitor and report progress towards Handover, highlighting concerns and possible solutions to the Handover Manager.
- Create, manage and lead project level working groups, in conjunction with the IMs.
- Provide input to the lead planner for the Integrated Handover programme.
- Deliver key objective/s and KPIs rolled out to the CRL project delivery teams.
- Provide clarity and communication to the project delivery teams on the Handover Strategy and Plan and Handover Procedure along with any other Handover processes with the Delivery projects.
- Implement actions and tasks within a project team in a matrix organization.
- Collaborate and co-operate with the Handover Leads for other stations and systems. Liaise with all members of the CRL Commissioning and Handover team, LU and RfL.
- Take reasonable care of your own and others’ health and safety and of those who may be affected in the day-to-day delivery of this role by taking personal responsibility for working to the Crossrail Target Zero principles.
- Co-operate with CRL in all matters relating to health and safety, including following safe working procedures at all times.
- Act as a role model for CRL’s vision and values, behaving in ways that are in alignment with CRL’s Ways of Working. Encourage and support others to do so too.
- Promote equality in the workplace and adopt appropriate behaviour when interacting with colleagues.
- Take necessary care to properly protect the confidentiality, integrity and availability of corporate information from unauthorised disclosure, modification or destruction. Never knowingly put CRL’s information or information systems at risk.

3. Main challenges of the job
- The absorption of knowledge across many disciplines and the ability to review the complete picture in an uncertain environment.
- Influencing a matrix organisation at project level to deliver a successful Handover of the station and its systems, to required quality and timeframes.
- Build and maintaining strong working relationships with the respective third party teams, especially in areas where there are co-dependencies.

4. Dimensions & Interfaces (both internal and external)

Key working relationships -
- Reports to the discipline Handover Manager.
- Element (site) project teams, specifically the PM, PFE(SR), Planner, DC and EM (where they still are present).
- Works closely with key individuals from all Crossrail Assurance Team, LU and RfL.
- Works closely with the other Handover Leads and other members of the Testing, Commissioning and Handover team.
5. Person Specification

- Bachelor Degree in a relevant discipline is highly desirable.
- Experience in the delivery of railway station mechanical, electrical and public health (MEP) systems and detailed knowledge of the processes involved in completing and handing over such buildings to a nominated client/manager.
- Knowledge of LU, RfL and/or NR environment and relevant processes and procedures. A good understanding of Assurance in a rail environment is desirable (eg. LU Standard S1538).
- Proactive management – actively chasing people to get actions closed out and to supply requirements.
- Excellent Excel, Word, Powerpoint and Outlook skills.
- Excellent ability to manage meetings – setting a clear agenda and objectives; agreeing actions, owners and timeframes in the meeting; and follow up with a written list of actions soon after the meeting.
- Working knowledge of NEC contracting environment.
- Excellent communication skills.
- Able to work collaboratively to achieve common goals across different organisations.
- Ability to implement actions and tasks within a project team in a matrix organization.
- Ability and determination to devise and follow procedures and challenge others to do so rigorously.
- Self-starting, including a drive to propose and implement process improvements.
- Analytical skills and ability to identify and present key messages and risks arising from that analysis.

Signature of Job Holder(s): ......................................................... Date: .........................

Signature of Line Manager: .................................................... Date: .........................