



# JOB DESCRIPTION

Job title

Reporting to  
(position number)

Hay score / Pay band

Job purpose

Key accountabilities

There may be other skills, knowledge or experience required to fulfil this role that are not detailed here.



Direct



Active



Fair



Accountable



Collaborative

### Financial impact

### Relationships

### Skills and knowledge

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## Experience

## People management responsibilities

Does this role have people management responsibilities?

Yes

No

If yes, then the role-holder is responsible for leading and supporting the people that report to them in a way that allows those individuals to perform and develop to their best in their career at TfL.

Our 15 competencies include the skills and knowledge needed to perform well in a role, but not all of these will be applicable. Based on the requirements of the role, please indicate those competencies that are most relevant (6 - 8 max) and the level required with A the least complex and E the most complex level.

Refer to the [Competency Briefing Note for Line Managers](#) for further information and the [Competency Framework](#) to determine the competencies and levels to be included.

Building capability			Communications and influence		
Responsiveness			Stakeholder management		
Customer service orientation			Planning and organisation		
Strategic thinking			Commercial thinking		
Problem solving and decision making			Safety awareness		
Organisational awareness			Managing business performance		
Change and innovation			Team leadership		
Results focus					

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### **Additional information and/or addendum**

This section is only required in exceptional cases, for example if the role requires additional information about Health & Safety, or Equality, or Crime and Disorder. Additional may be entered where an addendum is required for generic job descriptions.

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**This role is subject to**

**Disclosure and Barring Service Checks.**

#### **SAFEGUARDING STATEMENT**

At London Transport Museum, we believe that the welfare of children and vulnerable adults is paramount. We will ensure that all children and vulnerable adults who engage with our services are safe and protected. Our commitment to safeguarding excellence can be seen through how we train and support all our staff and volunteers, and how any concerns about the safety of children and vulnerable adults are managed.

#### **HEALTH & SAFETY STATEMENT**

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 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. 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.

#### **EQUALITY STATEMENT**

Transport for London values the diversity which exists in our city, and our aspiration is to reflect this diversity in our workforce. All employees must be aware of and committed to the Equality Policy Statement of Transport for London. All employees must also be aware of and comply with other Company requirements associated with Equality and Diversity issues relevant to their role.

#### **CRIME & DISORDER STATEMENT**

It is a statutory requirement for all departments within TfL to follow Section 17 of the Crime and Disorder Act 1998. Section 17 requires authorities to consider the likely affect on crime and disorder and community safety in all that they do, and take action to prevent crime and disorder, substance misuse, anti-social behaviour and behaviour that adversely affects the environment. TfL has voluntarily been committed to following Section 17 since 2006, but we must all make sure that it is considered in decision making, policies and procedures in the same way that equality and health and safety are.

#### **PRIVACY & DATA PROTECTION STATEMENT**

Personal information relating to TfL's customers, workforce and members of the public, must only be collected, accessed or used by employees for legitimate business purposes directly related to the performance of their duties; and in accordance with their terms and conditions of employment, TfL's Privacy and Data Protection Policy, The TfL Code of Conduct and relevant HR policies. The misuse of personal information is generally viewed as gross misconduct and may also constitute a criminal offence.

#### **LONDON TRANSPORT MUSEUM GOVERNANCE STATEMENT**

London Transport Museum is a Transport for London (TfL) group company with charitable status (charity number 1123122). The Museum is subject to the policies and procedures of TfL (including those relating to the employment of staff) except where the Museum's Trustees have agreed specific local policies.

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