



RECRUITMENT INFORMATION

For the position of: SIGNAL AND TELEGRAPH MANAGER

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| <p>How to apply Please include your completed Application Form and CV, otherwise your application will be deemed as incomplete and will not be progressed</p> | <p>To apply for this position please email the following documents to the Finance and Payroll Manager at recruitment@swanagerailway.co.uk or post to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB.</p> <ul style="list-style-type: none"> • Completed application form • CV setting out career history with job responsibilities and achievements. Please ensure you clarify any gaps in your work history. |
| <p>Selection methods and offer</p> | <p>SRC will acknowledge your application. Shortlisting will be done by reviewing the evidence presented in your application against the key requirements set out in the box at the bottom of page 2 of the Job Profile.</p> <p>Shortlisted candidates may be required to undergo one or more selection tests in addition to sitting a panel interview. You will be advised in advance of if you are required to undergo any selection tests and what the tests involve. Any offer of appointment will be subject to satisfactory clearances including employment references, and medical clearance by the company's Medical Adviser.</p> |
| <p>Arrangements for interview</p> | <p>Expenses incurred during the recruitment process will not normally be reimbursed. Please let us know if you have any particular requirements if you are invited for interview.</p> |
| <p>Reserve lists</p> | <p>If we receive applications from more suitable candidates than we have vacancies for we may hold applicants on a reserve list for 12 months and future vacancies requiring similar skills and qualities could be offered to candidates on the reserve list without a new competition.</p> |
| <p>Closing date</p> | <p>The deadline for applications is 12 noon on 31ST August 2018</p> |
| <p>Alternative formats</p> | <p>If you wish to receive a hard copy of the information please telephone 01929-425143 or email recruitment@swanagerailway.co.uk. If you cannot apply online please post applications to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB.</p> |
| <p>Indicative recruitment timeline</p> | <p>Advert closing date: 31ST August 2018 Short-listing: w/c 3RD September 2018 Selection stage, including panel interview: w/c 10TH September 2018</p> |

Terms, conditions and benefits

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| <p>Appointment term</p> | <p>Permanent Contract, subject to probation.</p> |
| <p>Place of work</p> | <p>Swanage station and surrounding sites.</p> |
| <p>Work arrangements</p> | <p>Full or Part-time. Must be able to travel to other SRC locations as required</p> |
| <p>Salary range</p> | <p>Circa £25,000 per annum, pro rata.</p> |
| <p>Pension</p> | <p>Defined contribution scheme for eligible staff through NEST.</p> |
| <p>Annual leave</p> | <p>30 days including public and bank holidays, pro rata .</p> |
| <p>Hours of work</p> | <p>Up to 40 hours per week</p> |
| <p>Other benefits</p> | <p>Subject to length of service, eligibility for some rail passes subject to RDG conditions</p> |

JOB PROFILE

This profile is in three parts. It is designed to give clarity around *what* the job entails (Part 1), the *personal qualities, skills and experience* needed to perform it well (Part 2) and the *key requirements* of the job we will focus on for recruitment and selection purposes (Part 3).

Part I: Job description

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| Job title: | Signal & Telegraph Manager |
| Reporting to: | General Manager |
| Direct reports: | Two part-time employees plus approximately 25 volunteers |
| Budget holder: | Yes |
| Place of work: | Based at Corfe Castle and Herston Works, with flexibility and requirement to travel to all locations on Swanage Railway. |
| Contract type: | Permanent Full or Part time. |
| Job purpose My job contributes to Swanage Railway Company's success by ensuring all signal and telegraph equipment is in sound working order to facilitate the safe passage of trains. | |
| Key accountabilities <ul style="list-style-type: none">• To maintain the signalling systems in a safe condition to control the train operations needed to provide the public and other rail services.• To manage the Signal and Telegraph, plus the telecommunications departments of SRC.• To manage employees and volunteers within the department to maximise performance and ensure adequate staffing levels.• To ensure that all work is carried out to the appropriate standards by following the Company Health and Safety procedures as laid down in the Safety Management System and support documents.• To install replacement and upgrade equipment as required.• To follow the requirements of SRC's financial management. | |
| Additional responsibilities <ul style="list-style-type: none">• To ensure that all staff under their supervision are suitably trained as required by their duties, company policy and standards.• To undertake inspections and maintain all appropriate servicing and safety records to comply With the requirements of the Company's Safety Management System.• To react swiftly to any breakdowns of equipment as required.• To maintain a roster for Signaling and Telegraph staff to ensure availability on all days when public trains run.• To maintain a rolling 5 year servicing and replacement plan.• To prepare and submit an annual budget in line with the requirements of the financial management of the Railway.• To maintain positive working relationships with the Volunteer Recruitment Officer and Volunteer Liaison Officer and other Departmental Managers, in particular, Operations, Loco, Carriage and Wagon and Permanent Way.• To undertake other reasonable duties as required by Swanage Railway Company | |
| This job is suitable for someone who is able to balance technical knowledge with a 'hands-on and interpersonal approach. This job is unsuitable for someone who is focussed purely on a technical approach. | |

Part 2: Person specification

| Attributes | Essential | Desirable |
|---|--|---|
| Qualifications and training | <ul style="list-style-type: none"> Educated to GCSE standard / equivalent in at least maths, science and English. Signalling engineering qualification. | <ul style="list-style-type: none"> Membership of Institute of Railway Signalling Engineers (ISRE). Management Qualification to at least Certificate level. |
| Knowledge, skills and experience | <ul style="list-style-type: none"> Management of volunteers Financial Management. Able to lead and develop teams Introducing and managing change Understanding statutory legislations and governance appertaining to the operation of Railways Effective decision making | <ul style="list-style-type: none"> Operational Competence in S&T. Incident investigation and reporting Liaison with external statutory bodies. |
| Personal qualities | <ul style="list-style-type: none"> Strong interpersonal skills Able to absorb pressure and work calmly. Problem solving Able to work autonomously Initiative Effective communication skills (verbal and written). Able to work flexibly (time and tasks) | |
| Other | <ul style="list-style-type: none"> The role is physically demanding in a challenging environment requiring working outdoors in all weathers. Valid driving licence (including Cat. B) The role requires flexible working including evenings, weekends and Bank Holidays. | <ul style="list-style-type: none"> Own transport Clean driving licence |

Part 3: Key requirements of the job

The following are core qualities and skills that we believe are *critical* to successfully performing the role – they are taken from this job profile. If you are applying for this job, these are the *key requirements* you will be asked to provide evidence of on page 2 of the application form. If you are unable to provide examples of how you meet these requirements your application is unlikely to progress further

- Demonstrable team management skills (3 yrs +) including working with volunteers.
- Experience of provide signalling solutions, ideally in a heritage railway environment
- Demonstrable experience of problem solving in a signalling environment
- Demonstrable experience of medium term (5yrs + / -) signalling maintenance and renewal programmes