



RECRUITMENT INFORMATION and JOB PROFILE
For the position of: TRACK OPERATIVE

<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.</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</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: Friday 19th July 2019 Selection stage, including interview: Friday 26th July 2019</p>

Terms, conditions and benefits

<p>Appointment term</p>	<p>Permanent, subject to probation.</p>
<p>Place of work</p>	<p>Based at Norden with work activities at all locations of Swanage Railway.</p>
<p>Work arrangements</p>	<p>Full-time Must be able to travel to other SRC locations as required</p>
<p>Salary range</p>	<p>Circa £17076 per annum, reviewed after satisfactory completion of probationary period.</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,</p>
<p>Hours of work</p>	<p>40 hours per week. Must be willing to work occasional evenings and weekends.</p>
<p>Other benefits</p>	<p>Subject to length of service, eligibility for some rail passes subject to ATOC 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 1: Job description

Job title:	TRACK OPERATIVE
Reporting to:	Permanent Way Supervisor
Direct reports:	N/A.
Budget holder:	No
Place of work:	Based at Norden with work activities at all locations of Swanage Railway
Contract type:	Permanent

Job purpose

The job contributes to Swanage Railway Company's success by maintaining the Railway's Permanent Way to a high standard, contributing to the safe and punctual operation of its train services.

Key accountabilities

1. **Ballasting** – Ensure track ballast is laid and maintained to required standards.
2. **Rail Fixing** – Ensure the safe and effective fixing of rails to sleepers to repair and maintenance standards.
3. **Sleeper Replacement** – Ensure the removal and repair of old sleepers and effective preparation and installation of replacements.
4. **Vegetation Management** - Ensure lineside vegetation is managed in accordance with standards by cutting and clearing as appropriate
5. **Fencing** - Installation, repairs and maintenance. Ensure fencing is installed and repaired to standards required & ongoing maintenance is undertaken
6. **Ditching and Drainage** – Undertake regular maintenance in line with annual maintenance schedule to ensure free flowing watercourse
7. Promotion and support of **SRC's Purpose, Vision and Values** – Follow instructions provided by SRC and incorporate SRC's values in your day to day duties.

Additional responsibilities

- Use of hand tools and small plant
- Maintenance of a tidy and safe work environment
- Compliance with Company Safety Systems
- Any other duties as required by Swanage Railway Company

This job is **suitable** for someone is able to undertake physical activities, sometimes in demanding circumstances and working positively as part of a team.

This job is **unsuitable** for someone who prefers an office based administrative environment

Part 2: Person specification

Attributes	Essential	Desirable
Qualifications and training	Educated to GCSE standard / equivalent in at least maths, science and English.	<ul style="list-style-type: none"> • Civil Engineering apprenticeship or similar qualification.
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience of working in a Civil Engineering Environment. 	<ul style="list-style-type: none"> • Experience of working in a Permanent Way environment.

	<ul style="list-style-type: none"> • Use of hand tools and small plant such as some or all of the following: <ul style="list-style-type: none"> ○ Chain Saw ○ Rail Saw ○ Sleeper Drill ○ Impact Wrench ○ Strimmer ○ Wood chipper 	<ul style="list-style-type: none"> • Working with volunteers • Knowledge of Imperial measurements
Personal qualities	<ul style="list-style-type: none"> • Able to absorb pressure and work calmly. • Initiative • Effective communication skills • Able to work flexibly (time and tasks) • Team player • 'Can do', positive attitude • Problem solver • Honesty • Integrity 	
Other	<ul style="list-style-type: none"> • Valid driving licence. <p>Note:</p> <ul style="list-style-type: none"> • The role is physically demanding in a challenging environment requiring working outdoors in all weathers. • The role may require occasional flexible working including evenings, weekends and Bank Holidays. 	Own transport

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.

- Experience in a civil engineering environment.
- Practical experience of outdoor manual work
- Able to be self-reliant but to work as part of a team

Our Purpose, vision and values.

Purpose.

The purpose of the Swanage Railway Company is to operate heritage rail services.

The Swanage Railway Company is the trading arm of the Swanage Railway Trust, operating and maintaining the Railway on its behalf.

Vision.

The vision of the Swanage Railway Company is to be the leading heritage railway in the UK.

To be recognised as the UK's leading heritage railway, the Swanage Railway will actively seek ways of improving its business in all that it does.

Our Values

Safety, integrity and professionalism underpin our operations

We are committed to high standards of safety, behaviour and expertise in all we do whilst treating everyone with integrity, openness, and honesty. We seek ways of improving our organisation balancing our heritage with modern business practices.

Dedication, commitment and volunteers are at the heart of our community

We are proud of our inspirational history; we have overcome many challenges and achieved great successes through tenacity and perseverance. That spirit lives on today. We celebrate our Volunteers' commitment and dedication which form such a vital part of our Railway.

Customers are at the focus of our services

Our customers are the heart of our business. We welcome feedback to better understand the needs of our customers and improve our service.

Enjoyment, quality and value for money for all

We deliver a memorable experience enjoyed by everyone.