



RECRUITMENT INFORMATION

For the position of: **CARRIAGE AND WAGON FITTER**

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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 6 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: 12.00 Tuesday 23rd April 2019</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: Monday 22nd April 2019 Application Deadline: 12.00 Tuesday 23rd April 2019 Short-listing: Week following application deadline. Interviews: Thursday 2nd May 2019</p> |

Terms, conditions and benefits

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| <p>Appointment term</p> | <p>Permanent, subject to 6 month probationary period.</p> |
| <p>Place of work</p> | <p>Swanage Station, surrounding sites, other locations on Swanage Railway with potential off-site working.</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>C £20,000 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 including flexibility.</p> |
| <p>Other benefits</p> | <p>Eligibility for some rail passes subject to ATOC conditions and length of service</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

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| Job title: | Carriage and Wagon Fitter |
| Reporting to: | Locomotive, Carriage and Wagon Manager |
| Direct reports: | Not applicable |
| Budget holder: | No |
| Place of work: | Swanage Station Carriage Shed and surrounding site and sidings, with flexibility to travel to other locations when required. |
| Contract type: | Permanent |

Job purpose

The job contributes to Swanage Railway Company's success by ensuring the safe long term availability and serviceability of loco hauled carriages, multiple units and wagons.

Key accountabilities

- Ensure loco hauled carriages, multiple units and wagons are made available for service in a fit and safe condition.
- Carry out repairs and maintenance on vehicles including :
 - Running gear
 - Braking systems
 - Lighting and electrical systems
 - Train heating systems
 - Bodywork
 - Glazing
 - Upholstery
- Carry out inspections on vehicles.
- Maintain full records of inspections and, repair and maintenance work.

Additional responsibilities

- To follow company Health and Safety procedures as laid down in the Safety Management System and Departmental Standards Manual.
- Assist in day to day organisation of the working environment.
- Assist in the organisation of volunteers' work tasks.
- Any other duties as required by Swanage Railway Company

Suitability

This job is suitable for someone who enjoys 'getting their hands dirty' and working safely in a heavy engineering environment.

This job is unsuitable for someone who is more interested in theory than action.

Part 2: Person specification

| Attributes | Essential | Desirable |
|---|--|---|
| Qualifications and training | Educated to GCSE level or equivalent in a minimum of 3 subjects, including Maths and English. | GCSE Grades A-C or equivalent. Engineering apprenticeship. |
| Knowledge, skills and experience | <ul style="list-style-type: none"> • Experience of a mechanical engineering environment including: <ul style="list-style-type: none"> ○ Hand fitting ○ Sheet metal working ○ Painting ○ Carpentry ○ Pipe work • Ability to follow technical documents and maintenance instructions | <ul style="list-style-type: none"> • Working with volunteers • Ability to work in Imperial and Metric systems. • Experience of maintenance and overhaul of heritage coach, wagon and DMU rolling stock. • Knowledge and experience of some or all of the following: <ul style="list-style-type: none"> ○ Welding ○ Electrical installations ○ Glazing ○ Upholstery |
| Personal qualities | <ul style="list-style-type: none"> • Team player • Initiative • 'Can do', positive attitude • Problem solver • Honesty • Integrity • Ability to work to deadlines | <ul style="list-style-type: none"> • Pragmatism and common sense. • Interest in Heritage Railways |
| Other | <ul style="list-style-type: none"> • Clean driving licence • Own vehicle • Willing to work flexible hours including evenings, weekends and Bank Holidays | |

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

- Proven technical competence in a mechanical engineering environment.
- Demonstrable experience of following technical documents and maintenance instructions
- Team player – self-reliant but also able to work well as part of a wider team
- Problem solving skills – applies a pragmatic approach to fault finding and repair

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.