



## RECRUITMENT INFORMATION

### For the position of: **STEAM LOCOMOTIVE FITTER**

<p><b>How to apply:-</b> 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 Personnel Manager at <a href="mailto:recruitment@swanagerailway.co.uk">recruitment@swanagerailway.co.uk</a> or post to:- Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB.</p> <ul style="list-style-type: none"> <li>• Completed application form</li> <li>• CV setting out career history with job responsibilities and achievements.</li> <li>• Please ensure you clarify any gaps in your work history.</li> </ul>
<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 special 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 3<sup>rd</sup> October 2024.</p>
<p>Alternative formats</p>	<p>If you wish to receive a hard copy of the information please telephone 01929 408450 or email <a href="mailto:recruitment@swanagerailway.co.uk">recruitment@swanagerailway.co.uk</a>. 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>Application Deadline: 3<sup>rd</sup> October 2024 Short-listing: Week following application deadline. Interviews: 9<sup>th</sup> October 2024</p>

### Terms, conditions and benefits

<b>Appointment term</b>	Fixed term 2 years, subject to 6-month probationary period.
<b>Place of work</b>	Swanage Station, surrounding sites, other locations on Swanage Railway with potential off- site working.
<b>Work arrangements</b>	Full-time. Must be able to travel to other SRC locations as required
<b>Salary range</b>	£26,000, reviewed after satisfactory completion of probationary period
<b>Pension</b>	Defined contribution scheme for eligible staff through NEST.
<b>Annual leave</b>	30 days including public and bank holidays,
<b>Hours of work</b>	40 hours per week including flexibility.
<b>Other benefits</b>	Staff discounts, free parking

## 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

<b>Job title:</b>	<b>Steam Locomotive Fitter</b>
<b>Reporting to:</b>	Locomotive Manager / Steam Locomotive Superintendent
<b>Direct reports:</b>	Not applicable
<b>Budget holder:</b>	No
<b>Place of work:</b>	Swanage station and surrounding site, with flexibility to travel to other locations when required
<b>Contract type:</b>	Fixed term

#### Job purpose

My job contributes to Swanage Railway Company's success by ensuring long term availability and serviceability of steam locomotives.

#### Key accountabilities

1. To carry out the heavy repair and overhaul of steam locomotives in line with industry standards.
2. To carry out the maintenance of steam locomotives
3. To carry out the maintenance and repair of other rolling stock

#### Additional responsibilities

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

**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
<b>Qualifications and training</b>	Educated to GCSE level or equivalent in a minimum of 3 subjects, including Maths and English.	<ul style="list-style-type: none"> <li>• GCSE Grades A-C or equivalent</li> <li>• Engineering apprenticeship</li> </ul>
<b>Knowledge, skills and experience</b>	A minimum of 3 years' experience of a mechanical engineering environment, with such skills as: <ul style="list-style-type: none"> <li>• Hand fitting</li> <li>• Welding</li> <li>• Machining</li> <li>• Pipe work</li> <li>• Brazing</li> </ul> Ability to follow technical documents and maintenance instructions	<ul style="list-style-type: none"> <li>• Working with volunteers</li> <li>• Ability to work in Imperial and Metric systems</li> <li>• Machining</li> <li>• Experience of maintenance and overhaul of steam locomotives</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Initiative</li> <li>• 'Can do', positive attitude</li> <li>• Problem solver</li> <li>• Honesty</li> <li>• Integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Pragmatism and common sense</li> <li>• Interest in Heritage Railways</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Clean driving licence</li> <li>• Own vehicle</li> <li>• Willing to work flexible hours including evenings, weekends and Bank Holidays.</li> </ul>	

## 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