

Job Description



Job title:	Engineering & Operations Administration Co-ordinator
Department:	Engineering
Responsible to:	Railway Operations Supervisor
Responsible for:	N/A
Hours:	14 hours per week Monday to Sunday on a rota basis. The working pattern will include weekends and bank holidays throughout the year, especially in busy trading periods.
Job location:	Bitton Station, Bath Road, Bitton, Bristol, BS30 6HD

Job Purpose:

To co-ordinate the administration activities of the Engineering department including, but not limited, to;

- Record-keeping to meet our legal and moral obligations
- Workforce planning and rostering
- General administrative tasks

Initially this will involve setting up new practices and procedures, which will then be maintained on an ongoing basis.

Key Accountabilities:

- Ensure all relevant volunteer personnel records are maintained across the department.
- Assist with workforce and resource planning.
- Develop and maintain processes, systems and documentation to ensure our Railway Safety and general H&S compliance is retained.
- Confidentiality of information and GDPR compliance

Main duties and responsibilities:

1. STAFF & VOLUNTEER RECORD-KEEPING

- 1.1 Maintain and update emergency contact details for all staff and volunteers and ensure confidentiality/security of data
- 1.2 Maintain records of staff and volunteer core and job-specific Competencies, compiling regular reports, informing individuals and key managers as expiry dates near. With others, ensure processes are in place to ensure Competencies do not lapse.
- 1.3 Assist in the organisation of Medical examinations with relevant Safety Critical employees and volunteers, in conjunction with third party contractors. Ensure re-tests are notified and undertaken prior to expiry.
- 1.4 Assist in the ongoing delivery of the Competence Management System.

2. WORKFORCE PLANNING

- 2.1 With the Railway Operations Supervisor and Railway Engineering Supervisor, assist with pro-active workforce and time planning across the department to ensure the best use of resources available. Enable other departmental staff to ensure that work is prioritised to meet the agreed workplan as a result of Eng Ops and Management Board/Trust plans of work.

3. ENGINEERING & OPERATIONS ADMINISTRATION

- 3.1 Create processes and systems to record and monitor work activities and projects to meet our legal and safety obligations. Maintain the 'Ops' office to ensure paperwork and files are up to date and accessible.
- 3.2 Assist with keeping within any agreed budgets, unless otherwise approved by designated Director or line manager, informing the Railway Operations Supervisor of any financial or operating difficulties in achieving these and assist in making any necessary changes to budgets and/or working practices in order to solve such problems as quickly as possible.
- 3.3 With the Railway Operations Supervisor and Railway Engineering Supervisor, ensure sufficient consumables eg: fuel, oil, PPE are ordered to meet AVR operational and workplan needs. within budget and properly authorised.
- 3.4 Ensure all purchases are made in line with AVR financial procedures including the use of purchase orders for all orders made. Obtain authorisation for, and process of, invoices and deliveries in a timely manner to enable prompt payment.
- 3.5 With the Finance & Business Administrator, be responsible for Engineering and Operations office procedures and protocols, ensuring these are adhered to at all times. Create and implement new office systems as appropriate.
- 3.6 To ensure confidentiality on all appropriate matters, and adhere to GDPR.

4. HEALTH & SAFETY

- 4.1 Ensure paperwork is maintained to ensure H&S compliance with all legislation. This will include, but is not limited to, Fire Safety, Health & Safety, First Aid, Risk Assessments, COSHH, Working at Height, Legionella and railway operations (as covered by AVR Rulebook and Safety Management System). Ensure all assessments and records are up to date by providing reminders to department heads prior to expiry. Be aware of changes in legislation, taking the lead from the Railway Operations Supervisor and Engineering Supervisor. Escalate non-compliance where required.
- 4.2 Assist with keyholding and security of the engineering yard, workshops and mess coach/sleeping car, including acting as Fire Officer and acting as Duty First Aider for the Engineering department.

5 STAFF & VOLUNTEER MANAGEMENT

- 5.1 Assist in the recruitment and induction of the Engineering and Operations volunteer teams. Liaise with the Volunteer Co-ordinator to issue and collate all induction paperwork.
- 5.2 Maintain effective communications with relevant stakeholders eg: Steam, Diesel, PW and Carriage and wagon teams, the AVR management team, Trust, Board of Directors and Private Owners and Midweek gang.
- 5.3 Ensure excellent customer service is delivered at all times.
- 5.4 Promote customer confidence and be able to respond to queries or comments.
- 5.5 Attend, and contribute to, monthly Eng Ops meetings, acting on decisions made within the agreed deadlines.
- 5.6 Assist in the compilation of short written monthly updates to the Board on engineering matters.

6. ROSTERING

- 6.1 In the absence of the volunteer Roster Clerk or Railway Operations Supervisor, assist with the compilation of rosters to ensure sufficient volunteers are available to cover Operations duties to meet the requirements of the organisation.

7. GENERAL

- 7.1 Undertake other duties which may arise in conjunction with the role of Railway Engineering & Operations Administration Co-ordinator as may be reasonably requested from time to time by the Railway Operations Supervisor.

Person Specification



Job title: Engineering & Operations Administration Co-ordinator

KNOWLEDGE

- Effective administration techniques

SKILLS

- Excellent communication skills with ability to supervise and motivate staff and volunteers and work as part of a team.
- High level of organisation skills
- Ability to budget purchases and ensure cost control
- Ability to work within annual budgets
- Ability to prioritise work, manage time/meet deadlines
- Ability to manage competing priorities
- Competence in use of IT tools (including Word, Excel)
- Ability to work with a wide range of people
- Good communication, numeracy and literacy skills
- Good standard of general education

EXPERIENCE

- Experience of Administration / office tasks
- Prior working with volunteers would be an advantage, but not essential
- Previous experience of the railway industry would be desirable, but not essential

I confirm I have read, understand and accept the Job Description. I understand it may be reviewed from time to time.

Name of Employee	
Signed	
Date	

Name of Line manager	
Signed	
Date	