

Role Profile



Role:	Operations Director (voluntary)
Purpose of this role:	<p>Provide Board-level strategic oversight of railway operations of the Avon Valley Railway.</p> <p>Collectively, ensure the organisation's direction and priorities meet its legal obligations, particularly in respect of health and safety and compliance across all areas of the business, not just those within your own Directorate. Demonstrate clear personal commitment and leadership with regard to health and safety.</p>
Commitment:	One Board meeting per month and full day strategy days plus practical support to the team

Main areas of responsibility;

- Support the existing staff and volunteer teams to successfully discharge the requirements of the railway's Safety Management System pertaining to railway operations.
- Provide executive leadership to the Operations directorate, including direction to the Head of Operations, inspectors, assessors and operations staff.
- Ensure all staff are, and remain, competent to undertake tasks. Act as the second stage of appeal for matters of competence and suitability for safety critical work – only where there is no prior involvement.
- Gain, and retain personal competencies relevant to this position.
- Review and approve all relevant Safety Management System documents as appropriate to ensure these remain live and effectively applied. You will be the board sponsor of our Control of Safety Critical Work and Competence Management System procedures.
- Maintain a close working relationship with the Engineering and Infrastructure Directors to ensure that all aspects of the railway's operation is managed successfully and is fully compliant at all times.
- As required by your role or as directed by Board, act as the principal contact with the safety regulator and other statutory or industry bodies (including Office of Rail and Road, RAIB and Heritage Railway Association). You are responsible for meeting our legal obligations in respect of notification of reportable incidents.
- Be the specialist for Operations on the Board, advising other non-technically minded Directors. Appraise the Board of pertinent risks (safety, reputational or financial) that require attention.
- Ensure volunteering remains at the heart of the organisation. Play an active part in the organisation's efforts to promote volunteering and ensure the directorate supports volunteer recruitment, recognition and retention activities.

- With the Finance Director and Commercial & Business Manager, complete an annual expenditure budget for Operations. Update and re-forecast during the year in light of significant changes.
- Work with the Commercial & Business Manager to develop a yearly calendar of public operating days, balancing the availability of resources and the need to be financially sustainable
- Ensure full compliance to relevant health & safety laws and AVR procedures.
- Meet with the Head of Operations and relevant paid staff on a regular basis to support them and the wider team. Be a visible presence.
- Provide a written monthly update to Board on key operational matters, risks and agreed KPIs.
- Assist with the recruitment of key staff as appropriate.

This document should be read in conjunction with AVR-SMS-050-01 'Roles and Responsibilities of Directors & Trustees' which outlines more general standards to be adhered to as a Director of the Avon Valley Railway Company Ltd.

Key skills

- Knowledge of railway operations, ideally at a senior level with exposure to balancing safety considerations, people leadership and business operations
- Strong leadership skills with ability to manage and motivate staff teams
- Able to successfully articulate operational matters to non-railway-minded individuals.

Competence

The following AVR competencies are required to be gained, and retained at all times, for the successful discharge of this role;

- AVR Personal Track Safety (mandatory)
- Affiliate of the Institute of Railway Operators or similar, and attend regular continual professional development activity (preferable)
- IOSH Managing Safely or similar (preferable)
- Holder of a safety critical competence (preferable)

AVR-SMS-151-04