

Role Profile



Role: Infrastructure Director (voluntary)

Purpose of this role: Provide Board-level strategic oversight of the physical infrastructure of the Avon Valley Railway.

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.

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 infrastructure. This will include, but is not limited to, inspections and maintenance of the permanent way, buildings & structures, bridges & embankments, drainage & culverts, signalling, fencing, arboriculture.
- Ensure all staff are, and remain, competent to undertake tasks. Gain, and retain personal competencies relevant to this position.
- Create an inspection and recording regime of the infrastructure assets in order to meet the requirements of the railway's Safety Management System.
- Create systems and processes that set and manage standards of maintenance works including tendering (where appropriate), scoping and budgeting planned works, oversight as these take place and handover once complete. Ensure these processes align, support and form part of the Safety Management System.
- Review relevant Safety Management System documents as appropriate to ensure these all remain live documents.
- Recruit a Permanent Way Supervisor to increase level of professionalism and ensure compliance in this area.
- Support any Site Maintenance Officers in their role(s).
- Maintain a close working relationship with the Operations and Engineering Directors to ensure that all aspects of the railway's operation is managed successfully and is fully compliant at all times.
- Liaise with freeholders (South Gloucestershire and Bath & North East Somerset Councils) as appropriate with regards to the lease or where planned work comes into contact with the wider community (works to boundaries, tree work, larger projects).
- Liaise with Inspectors at the Regulator (the Office of Rail and Road) as appropriate for advice on infrastructure matters or following a reportable incident.

- Be the specialist for Infrastructure on the Board, advising other non-technically minded Directors
- Create an annual planned maintenance schedule, liaising with the Trust to ensure that planned works support the Trust's aims and objectives in addition to those of the Company.
- Ensure volunteering remains at the heart of the organisation.
- With the Finance Director and Commercial & Business Manager, complete an annual expenditure budget for Infrastructure. Update and re-forecast during the year in light of significant changes.
- Ensure full compliance to relevant health & safety laws and AVR procedures.
- Meet with 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 Infrastructure.
- 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, maintenance of infrastructure, ideally in a railway or similarly complex environment.
- Strong leadership skills with ability to manage and motivate staff teams
- Able to successfully articulate infrastructure and maintenance information to non-technically-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 Institution of Civil Engineers, Institution of Structural Engineers or similar, and attend regular continual professional development activity (preferable)
- IOSH Managing Safely or similar (preferable)

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