

Job Vacancy

A. JOB DETAILS

Department: Traction & Rolling Stock

Job Title: **T&RS Engineering – Office & Administration Manager**

Job Grade: Admin Management

Reports to: Head of T&RS (Primary) T&RS Managers (Secondary)

Salary to be discussed at Interview.

B. Key Areas

- To manage all administrative functions of the T&RS department and material procurement, purchase order control and day to day budget control. General HR Management of the department Holiday and Sickness Register control.
- To administer Health & Safety arrangements for all work sites, documents, signage, and day to day overview on work activities to ensure they are being completed safely in co-ordination with department leaders.
- To carry out day to day management of T&RS Engineering with a focus on work planning, volunteer management, and day to day staff welfare.

C. General Responsibilities and Duties:

- Co-ordination of weekend Volunteer activities, and ensure information is disseminated to rostered weekend management cover.
- Routine checks on competence skills matrix and co-ordination of assessments and training with department leaders.
- Primary point of contact for contractors & Site Access requests.
- Managing day to day department budget and look at areas of cost savings.
- Carrying out safety briefs/ inductions for staff and contractors working on site.
- Co-ordinating and arranging Training for paid and volunteer staff as required.
- Overall Management of PPE for T&RS Department
- COSHH Management and documentation review in collaboration with department leaders, and department heads
- To assist and co- ordinate with contractors, surveyors, and planners for the development of the Baron Street Site.
- To effectively manage waste control from all areas of T&RS, ensuring waste is disposed of as per the environmental policy of the company.
- To carry out general planned inspections of work sites and identify failings and ensure these are recorded and actioned by work area management.
- To co-ordinate and arrange servicing of equipment as when needed.
- Ensure each department if aware of weekly requirements in terms of vehicles as per operating plan and work is co-ordinated effectively.
- Ensure that any accidents, incidents or near misses are reported.
- Authorisation of additional working hours in accordance with needs of the business.

Traction and Rolling Stock Department

- To ensure that any engineering decision that may affect safety must be risk assessed and control measures applied, where necessary seek advice from engineering department managers or T&RS director.
- Weekly document audit is undertaken, 1 exam sheet from each area checked for completeness, competence of staff and does document meet the criteria for intended purpose.

E. GENERAL SAFETY REQUIREMENTS

- Adopt a safe working attitude and acquire a full knowledge of, and compliance with, relevant parts of the Rule Book, Safety Management System, Emergency Procedures and other company and departmental procedures.
- Take reasonable care for the Health, Safety and Welfare of yourself and of other persons who may be affected by your acts or omissions.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
- Ensure compliance with all relevant legislation, including the Health & Safety at Work etc. Act 1974, the Railways and Other Guided Transport Systems (Safety) Regulations 2006 and the Disability Discrimination Act 1995 so far as they apply to you and/or those you are responsible for.

Person Specification:

	ESSENTIAL	DESIRABLE
Personal and Physical	Aged at least 18 years. Meets ELR medical requirements for engineering section.	
Education and experience	<p>Educated to A Level standard and must be literate and numerate</p> <p>Must have good knowledge of Microsoft based office programmes, Must have good Communication Skills and can manage other people in efficient and proactive manner.</p> <p>Experience of working in an engineering environment.</p> <p>Must be able to demonstrate that sound decisions are made in terms of operational safety and any mitigation factors are fully documented.</p> <p>Must be able to multitask.</p> <p>Must have at least two years' experience of engineering office management and co-ordinating staff in an engineering environment.</p>	<p>Knowledge of the HOPS operating system would be advantageous</p> <p>IOSHH Qualification would be advantageous.</p>

Closing Date for applicants – 1st June 2024