



RECRUITMENT INFORMATION

For the position of: STEAM LOCOMOTIVE FITTER

<p>How to apply 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 Payroll Manager at recruitment@swanagerailway.co.uk or post to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB.</p> <ul style="list-style-type: none"> • Completed application form • CV setting out career history with job responsibilities and achievements. Please ensure you clarify any gaps in your work history.
<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 particular 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 noon on Tuesday 5th June 2018</p>
<p>Alternative formats</p>	<p>If you wish to receive a hard copy of the information please telephone 01929-425143 or email recruitment@swanagerailway.co.uk. 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>Advert closing date: Tuesday 5th June 2018 Short-listing: Week following application deadline. Selection stage, including panel interview: week commencing 10th June 2018.</p>

Terms, conditions and benefits

<p>Appointment term</p>	<p>Permanent, subject to probationary period.</p>
<p>Place of work</p>	<p>Swanage Station and surrounding sites.</p>
<p>Work arrangements</p>	<p>Full-time. Must be able to travel to other SRC locations as required</p>
<p>Salary range</p>	<p>Commensurate with experience.</p>
<p>Pension</p>	<p>Defined contribution scheme for eligible staff through NEST.</p>
<p>Annual leave</p>	<p>28 days including public and bank holidays,</p>
<p>Hours of work</p>	<p>40 hours per week including flexibility.</p>
<p>Other benefits</p>	<p>Subject to length of service, eligibility for some rail passes subject to ATOC conditions</p>

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

Job title:	Steam Locomotive Fitter
Reporting to:	Locomotive, Carriage and Wagon Manager
Direct reports:	Not applicable
Budget holder:	No
Place of work:	Swanage Station and surrounding site, with flexibility to travel to other locations when required.
Contract type:	Permanent

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

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

Purpose.

The purpose of the Swanage Railway Company is to operate heritage rail services.

The Swanage Railway Company is the trading arm of the Swanage Railway Trust, operating and maintaining the Railway on its behalf.

Vision.

The vision of the Swanage Railway Company is to be the leading heritage railway in the UK.

To be recognised as the UK's leading heritage railway, the Swanage Railway will actively seek ways of improving its business in all that it does.

Our Values

- **Safety, integrity and professionalism underpin our operations**

We are committed to high standards of safety, behaviour and expertise in all we do whilst treating everyone with integrity, openness, and honesty. We seek ways of improving our organisation balancing our heritage with modern business practices.

- **Dedication, commitment and volunteers are at the heart of our community**

We are proud of our inspirational history; we have overcome many challenges and achieved great successes through tenacity and perseverance. That spirit lives on today. We celebrate our Volunteers' commitment and dedication which form such a vital part of our Railway.

- **Customers are at the focus of our services**

Our customers are the heart of our business. We welcome feedback to better understand the needs of our customers and improve our service.

- **Enjoyment, quality and value for money for all**

We deliver a memorable experience enjoyed by everyone.