



RECRUITMENT INFORMATION and JOB PROFILE

For the position of: HEALTH & SAFETY and COMPLIANCE MANAGER

How to apply Please include your completed Application Form and CV, otherwise your application will be deemed as incomplete and will not be progressed	To apply for this position please email the following documents to the Finance and Personnel Manager at: recruitment@swanagerailway.co.uk or post to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB. <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.
Selection methods and offer	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. 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.
Arrangements for interview	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.
Reserve lists	If we receive applications from more suitable candidates than we have vacancies for we may hold applicants on a reserve list for 12 months and future vacancies requiring similar skills and qualities could be offered to candidates on the reserve list without a new competition.
Closing date	The deadline for applications is 12 noon on 14th January 2022
Alternative formats	If you wish to receive a hard copy of the information please telephone 01929-408450 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.
Indicative recruitment timeline	Advert closing date: 14 th January 2022 Selection stage, including interview: following week

Terms, conditions and benefits

Appointment term	Permanent subject to satisfactory probation period
Place of work	Based at Swanage and locations around Swanage Railway
Work arrangements	Hours to be negotiated. Must be able to travel to other SRC locations as required
Salary range	Subject to negotiation per annum negotiable after satisfactory probation period.
Pension	Defined contribution scheme for eligible staff through NEST.

Annual leave	30 days pro-rata depending on contracted hours including public and bank holidays,
Hours of work	40 hours per week or less by agreement. Must be willing to work occasional evenings and weekends.
Other benefits	Subject to length of service, eligibility for some rail passes subject to ATOC conditions.

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:	Health & Safety and Compliance Manager
Reporting to:	Director Operations
Direct reports:	One - volunteer Auditor
Budget holder:	Yes
Place of work:	Swanage station and surrounding site, with flexibility to travel to other locations as required.
Contract type:	Permanent, either full or part time as agreed.
<p>Job purpose</p> <p>The job contributes to the Swanage Railway Company's success by supporting the delivery of a safe Railway for customers, staff, neighbours and stakeholders.</p> <p>Key accountabilities</p> <ol style="list-style-type: none"> 1. To lead with the Board the delivery of safety and compliance objectives as determined and set by the Board; 2. Play a lead part in collaboratively developing safety management strategies for the Swanage Railway; 3. To lead on i) the documentation of, and maintenance of, a Safety Management System (SMS) ii) the promulgation across all staff of their responsibilities under the SMS, and iii) audit compliance with the SMS; 4. To ensure all the Swanage Railways' activities comply with statutory health & safety, environmental and other responsibilities by developing procedures, promulgating and supporting their use and auditing compliance; 5. To liaise with external bodies such as ORR, RSSB, Network Rail, Train Operating Companies and other safety and statutory stakeholders as directed; 6. To co-ordinate the completion of routine rail operating certificate submissions to ORR and other stakeholders; and 7. To lead and direct the work of the Health & Safety and Compliance team. 	

Additional responsibilities

Strategy/Policy:

- To undertake tasks to ensure that the safety policies, procedures and systems are developed that meet the needs of the business:
- to maintain health, safety, quality, environmental and operational policies, and procedures as required by legislation, regulatory bodies and other relevant sources: support the development, recording and maintenance of staff competencies:
- ensure that all necessary compliance documentation is in place to ensure the continuation of the Swanage Railway's mainline operations: and
- to attend all Board meetings to report on safety matters, seeking where required the agreement of the Board to support delivery of the posts objectives.

Safety Management:

- Development and implementation of health, safety, quality and environmental systems which comply to ROGS requirements and industry standards:
- ensure compliance with the Swanage Railway's SMS, and in relation to operations over Network Rail, the commitments in the Swanage Railway's Railway Safety Certificate:
- in liaison with the relevant Managers, ensure risk assessments and other necessary arrangements are in place in terms of covering all safety related activity and tasks:
- to undertake review and development of risk assessments and to make appropriate recommendations to the Board: ensure through creation and audit of appropriate processes that all staff are properly assessed and/or examined before being allowed to undertake any safety critical work, and that competence records are maintained by sectional Managers;
- provision of an effective safety monitoring and control regime including programs of visits, inspections, spot checks and audits, prioritising high risk activities:
- responsible for ensuring that all accidents, incidents, or potential incidents have been properly recorded and investigated, and that the recommendations are put to the Board for adoption or otherwise:
- to act as the Board's representative on the Rules Committee attending meetings and guiding on relevant safety matters and as required to promote to the Board the adoption of recommendations agreed by the Rules Committee: and
- to chair the Swanage Railway's Safety Committee, producing SMART minutes and to work with staff safety representatives, and others, in developing and maintaining a positive safety culture across the whole organisation.

Supporting Operational Responsibilities

- Liaison with Network Rail in relation to 'Safety of Line' matters, including managing the Track Access Agreement Performance Regime in collaboration with the Operations Department.
- Liaison with the station facility owner in relation to use of Wareham station.

Staff Management

- Maintain oversight that competence and training plans are in place and delivered for all personnel.
- Create a positive high performing culture amongst all Swanage Railway staff, including volunteers.
- Provide guidance and support.

Part 2: Person specification

Attributes	Essential	Desirable
Qualifications and training	Chartered membership of the Institution of Occupational Safety & Health.	Degree.
Knowledge, skills and experience	Extensive experience of Health and Safety management within the rail industry or an equivalent regulated working environment, and a good understanding of machine shop equipment operation, material handling, crane/fork- lift operations. A knowledge of the individual components of the 1992 H&S at Work Regs – a knowledge of risk assessments, COSHH, manual handling of loads, display screen equipment, CDM, PPE, working at height, lifting equipment, PAT testing etc. and how they are applied across Company activities.	Leadership and staff management. Championing change. Root cause analysis.

Personal qualities	Ability to think on a strategic and delivery level. Proactive participative approach to problem solving. Team player.	
Other	Computer competencies to agreed standards: word processing, spreadsheets, mailing as a minimum. Ability to work under pressure and to manage conflicting demands.	Working with volunteers.

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.

- Understanding of legislative and regulatory requirements covering the full range of our activities;
- Understanding and experience of supporting staff in achieving SMS compliance;
- Demonstrable experience in preparing, securing agreement and rolling out health and safety policies;
- Management of incident reporting including root cause analysis and other analytical techniques.
- Evidence of team working.