

# KENT & EAST SUSSEX RAILWAY



## 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 that we will focus on for recruitment and selection purposes (Part 3).

### PART 1: Job Description

<b>Job title</b>	<b>Administrator – Engineering and Operating</b>
<b>Reporting to</b>	<b>Engineering Manager and Operating Manager</b>
<b>Direct reports</b>	Volunteer roster clerks and other volunteers who support administration
<b>Budget holder</b>	No
<b>Place of work</b>	Tenterden Town Station, Rolvenden Station and surrounding sites with flexibility to travel to other K&ESR sites, and occasionally across the UK
<b>Contract type</b>	Permanent full time

#### Job purpose:

You will play a critical role in making sure the K&ESR is compliant with the Law. You will do this by providing quality and timely management of all records produced between the Operating and Engineering Departments. Your time will be split with 1 day per week spent in the Operating Department where you will help ensure all our people have in date medical assessments, and records of their competence remain up to date. You will also supervise our volunteer roster clerks to deliver the planned train services. In Engineering you'll spend 2 days per week at Rolvenden supporting the Locomotive Department and another two days per week in Carriage and Wagon playing a key role in ensuring records are maintained and up to date.

#### Key accountabilities:

1. To provide quality administrative support to the Locomotive, Carriage & Wagon and Operating Departments using existing and future IT and paper based systems.
2. To drive efficiencies in the way in which records are stored and held across the K&ESR and ensure that these are maintained in accordance with data protection requirements.
3. To supervise Operating Department roster clerks and alert the Operating Manager of gaps that are not able to be filled by agreed cut off dates.
4. To ensure competence and vehicle records are maintained and remain current, this includes booking courses as required.
5. To order supplies for the Operating, Locomotive and Carriage & Wagon Departments.
6. To administer the K&ESR Personal Track Safety scheme and organise future courses
7. To liaise with the K&ESR medical officer and organise medicals for staff as they become due.
8. To manage, collate and organise timesheets and job cards.
9. To provide administrative support for other departments as capacity allows
10. To work closely with colleagues to ensure that all administrative tasks are completed correctly and efficiently.

#### Additional responsibilities:

- Work collaboratively with the wider railway to ensure all timetabled and amended trains can be delivered where reasonably practicable.
- Liaison with other K&ESR Managers and Supervisors
- Maintain and develop own competence to provide resilience to the K&ESR.
- Taking minutes and production of documentation.
- Any other reasonable duties as required by K&ESR

**Note 1.** The time split can be flexed to meet the needs of the K&ESR. Rostering can take place on any day of the week.

**Note 2.** This is an office based role, but at the discretion of the manager, you will be able to train for various competencies such as telehandler operator.

This job **is suitable** for someone who likes variety and pays attention to detail

This job **is unsuitable** for someone who does not like working in an office or at a computer.

## Part 2. Person Specification

Attributes	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE standard or equivalent in at least English, maths and science</li> </ul>	
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>Use of IT systems such as Microsoft office suite</li> <li>Attention to detail</li> <li>Strong organisational skills and diary management</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a mechanical engineering environment</li> <li>Management of volunteers</li> <li>Able to lead and develop teams</li> <li>Experience of rostering staff</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Good at prioritising work and delivering to deadlines</li> <li>Strong interpersonal skills</li> <li>Ability to work under pressure and work calmly</li> <li>Problem solving</li> <li>Able to work autonomously</li> <li>Innovative</li> <li>Effective communication skills (verbal and written)</li> <li>Able to work flexibly (time and task)</li> </ul>	<ul style="list-style-type: none"> <li>Responsive to emerging customer and staff requirements</li> <li>Self-starter with strong commitment to developing self and others</li> <li>Effectively manages teams</li> </ul>
<b>Other</b>	<p>The role requires flexible working including evenings, weekends, and bank holidays. As well as required when on-call.</p> <p>The successful candidate will be required to undergo medical assessments for fitness and checks on right to work in the UK</p>	<ul style="list-style-type: none"> <li>Own transport and valid driving licence</li> </ul>

## 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 the job profile. If you are applying for this job they are 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.

- Demonstrate experience of successful management of records and record keeping
- Effective time management and organisation
- Ability to be flexible and work under pressure without compromising on compliance with the Law.

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