

**Directorate:** Tyne and Wear Archives and Museums

**Division:**

**Post Title:** Engineering & Railway Operations Manager (A4442)

**Evaluation:** 541 Points

**Grade:** N07

**Responsible to:** Museum Manager

**Responsible for:** Staff and resources as allocated

**Job Purpose:** Responsible for providing a comprehensive engineering, maintenance and technical service to support Tyne and Wear Archives and Museums' safe management and operation of the heritage railway and workshop facilities at the Stephenson Railway Museum / North Tyneside Steam Railway.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 To work closely with and supervise the railway and workshops volunteers to plan and deliver an effective and safe programme of maintenance, repair and construction to meet operational requirements. This will include developing, implementing and monitoring appropriate training.

2 To oversee the Stephenson Railway Museum's engineering, joinery and maintenance workshops to ensure safe and effective operation.

3 To liaise with conservation, curatorial and other TWAM colleagues to appropriately maintain and preserve the collections and operational rolling stock at the Stephenson Railway Museum.

4 To liaise with outside contractors, statutory officers, consultant designers, building contractors and others as appropriate on all engineering, railway and related maintenance and construction projects.

5 To act as Responsible Person for the safe operation and management of the steam locomotive boilers.

6 To support the operation of the Heritage Railway, including, as appropriate, being trained in operational crew duties, such as locomotive driving and Operations Controller functions.

7 To contribute to the development, promotion and delivery of the visitor offer through liaison with TWAM colleagues and volunteers.

8 To account for financial and other resources in accordance with TWAM financial regulations.

9 Ensure the maintenance of excellent records, particularly covering maintenance and inspection certification, insurance requirements, pre-operation checks, conservation and restoration, training and Health & Safety.

10 To provide advice and guidance to managers including interpreting legislation, government policy, regional and national best practice, and contributing to the development of policy and practice in relation to the safe management and operation of the railway and workshops.

11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.