



## **Rheilffyrdd Ffestiniog ac Eryri Ffestiniog & Welsh Highland Railways**

### **Job Description & Person Specification Engineering Administration Trainee**

#### **1. Post Details**

<b>Post Title:</b>	Engineering Administration Trainee
<b>Post Reports to:</b>	Works Administrator
<b>Location:</b>	Boston Lodge Engineering Works
<b>Hours of work:</b>	40 hours per week, usually Monday to Friday as required.
<b>Duration:</b>	2 years
<b>Rate of pay:</b>	Current national living wage. £21,674 for age 23+, £21,174 for age 21-22 or £15,579 for age 18-20
<b>Notes:</b>	This post may require occasional weekend working. This post is not suitable for home working. This post is not suitable for part time / job share

#### **2. Purpose of Job:**

The trainee in this position will work with the Works Administrator, the Operations Manager and the Engineering Volunteers Leader to support production administration (making sure the workshops have the right materials at the right time), supporting general site management, undertaking staff and volunteer administration from timesheet records to tracking competencies in a database, supporting the operations department when needed.

This will suit a young person who prefers to learn on the job and is keen to get involved in an engineering environment and find out about the range of skills needed to keep the workshops and therefore the trains running smoothly. The trainee will be supported through a programme of training and development, including appropriate qualifications.

#### **3. Principal Accountabilities:**

- (i) Assist with providing a first point of contact for visitors to the site during office hours;
- (ii) Communicate with staff, suppliers, customers and the general public by telephone, face to face and email as required, answering general enquiries and directing specific enquiries appropriately;
- (iii) Learn how to take minutes at meetings and distribute as required;
- (iv) Develop an understanding of the recruitment and on-boarding process for new paid and volunteer staff, liaising with managers / supervisors and the HR Office;
- (v) Assist with the ordering and distribution of PPE, keys and other equipment, keeping records of allocation;
- (vi) Learn the processes for timesheet management for both volunteers and paid staff to include recording of hours worked and competence and medical assessment record keeping;
- (vii) Assist the Engineering Volunteers Leader with the administration of individual and group volunteer bookings;



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- (viii) Work with the Operations Manager to learn about the management of the Boston Lodge volunteer records, including the HOPS database and assist in maintaining volunteer records;
- (ix) Develop an understanding of the Company's procurement processes to include:
  - i. Raising and managing purchase orders in Zahara for managers / supervisors, ensuring the system is up to date to allow prompt payment of suppliers;
  - ii. Checking invoices against purchase orders and ensuring they are signed off;
  - iii. Assisting with the checking and recording of deliveries to the Boston Lodge site;
  - iv. Ordering office supplies and sundries as required;
  - v. Ordering First Aid equipment to ensure First Aid kits at Boston Lodge and Dinas, and as used by Engineering teams, are restocked as required;
- (x) Develop an understanding of the process for keeping records of outside contract work and ensuring invoices are sent promptly;
- (xi) Assist with the setting up of processes to monitor energy use and help track developing sustainability;
- (xii) Understand the requirement for COSHH records for Boston Lodge and Dinas and learn how to maintain them;
- (xiii) Develop an understanding of the process for fault reports for the sites, ensuring repairs are completed and records kept as required;
- (xiv) Contribute to managing the process of continuous safety improvement to reduce the potential for personal accident and injury across Boston Lodge;
- (xv) Other work as required.

#### **4. Job Context:**

The post holder will be managed on a day to day basis by the Works Administrator. They will also work with the Operations Manager and Engineering Volunteers Leader. A mentor will be appointed from within the FfWHR organisation to provide professional insight and identify opportunities for further development according to interest.

#### **5. Experience, Knowledge, Qualification and Training:**

- (i) One or more Level 3 qualifications such as NVQ's or A-levels
- (ii) Interest in working in an engineering environment;
- (iii) Good IT skills;
- (iv) Good levels of literacy and numeracy;
- (v) Strong organisational and planning skills with good attention to detail;
- (vi) Good communication skills (written and oral);
- (vii) The ability to communicate in Welsh would be an advantage.