



SteamRanger Heritage Railway

JOB and PERSON SPECIFICATION

Job Title **Manager, Human Resources**
Reports to **Board of Management**

Prepared by ARHS Secretary May 2005
Approved by ARHS Executive
Last Revised

DUTY and ACCOUNTABILITY STATEMENT

Brief statement of the principal accountability and duties of the job:

- The manager shall, at the start of their term in office, produce a plan for the forthcoming calendar year.
The plan shall be developed in consultation with the Executive to achieve the strategic objectives for the SHR. The plan will need to have goals and a plan to achieve these goals. The plan will identify the resources required to achieve these goals. The plan will include a budget for the work proposed. This plan will then be presented to the BOM in October for discussion and ratification. The manager will then be responsible for execution of the plan.

- Responsible for the oversight of all OHS&W requirements
- Responsible for the oversight of and provision of all First Aid requirements
- Responsible for the oversight and provision of Safe Working training
- Responsible for the oversight of all Volunteer and Staff medical and First Aid records as per the requirements of SteamRanger
- Responsible for the oversight of all Volunteer and Staff welfare
- Oversee the recruitment (in conjunction with the marketing manager), induction and management of volunteers, which will include the management of an induction programme for new volunteers
- In consultation with the Manager, Operations and Safety oversee all training as required to meet the requirements of the Rail Safety Act
- Maintain registers and records of training in all categories
- Arrange refresher training for personnel as and when required
- Arrange for Assessment of trainees and Personnel as required
- Develop an ongoing training and assessment plan for all personnel involved with Customer Relations
- Develop a succession plan and liaise with others to implement succession training programs
- Be responsible for the HR committee (or working groups) and their activities, if such bodies are set up
- Attend meetings and deliver monthly reports to the Board Of Management
- Liaise with other Managers, other Authorities and other personnel as required
- Carry out any other tasks as may be required from time to time by the Board of Management
- Prepare the Annual Human Resources Report

DECISION MAKING

The Manager will be expected to;

- Plan all HR activities.
- Decide the priority of training required for SteamRanger personnel
- Direct and assist Volunteers and paid Staff in scheduling of appropriate training.

- Set budgets and control financial expenditure
- Refer plans for training programs to the Board Of Management for ratification
- Will be, from time to time, required to solve problems and make decisions without established guidelines

QUALIFICATIONS

ESSENTIAL

- The ability to plan, organise and coordinate volunteers and staff
- The ability to use analytical and problem solving skills
- The ability to plan, organise and coordinate work and training
- Leadership skills
- Sound oral and written communication skills
- Knowledge of the OHW&S act and Regulations.
- Working knowledge of methods and materials used in the training of personnel
- Ability to work as a team member and actively contribute to team outputs

HIGHLY DESIRABLE

- Formal Qualifications in Human Resource Management
- Work experience in Human Resource Management
- Have qualifications or experience as a Workplace Trainer, Assessor or Teacher
- Knowledge of the requirements of AS4292 as required of SteamRanger
- Computer skills in Word and Excel or similar applications
- Have own computer and connected to the internet
- Have had experience in the conduct of meetings and preparation of minutes thereof

PERSONAL ATTRIBUTES

- Be able to work in a team environment and work with a spirit of Co-operation.
- Have an empathy for the differences in people and why they work as a volunteer.
- Be able to encourage and motivate others.
- Delegate to others.
- Have the patience to train and mentor workers
- To be able to gently, constructively but firmly correct where unacceptable behaviour has occurred
- Conduct all actions with integrity
- Appreciate and esteem others
- Be grateful for the commitment and work (how ever much that might be) of the people under you.
- Accept a commitment to the SteamRanger Heritage Railway whilst you hold this office.

The performance of these duties will at times extend beyond normal working hours and will require participation in a variety of tasks as applicable to the operation of the SHR.