



## REGISTRATION OF INTEREST

### Semaphore Railway Operations Manager (Volunteer)

#### **Background:**

The Semaphore Railway Operations Manager (SROM) will have a critical role to ensure all aspects of the operation of the Semaphore Railway are undertaken in a thorough, professional and safe manner.

Make sure all train crew members and supporting positions are fully aware of its operations, requirements and its general tourist and financial importance.

The annual operating season for the Semaphore Railway is usually from the first weekend of the October school holidays, until the last weekend of the April school holidays. The season is usually spread as follows:

- Every Sunday and Public Holiday from October to April
- Every Saturday and Sunday and Monday/Wednesday/Friday during the October and April school holidays
- Daily from 26 December to the end of the January school holidays

The operating season usually equates to about 70 days, taking into account weather (ie 36 degrees or higher forecast, wet/cold days) or mechanical breakdown etc.

#### **Reporting Channel:**

The SROM will report to the NRM Curator & Business Manager or in their absence the NRM Maintenance Manager. Joint liaison is expected between all three parties.

#### **Key Responsibilities:**

The SROM position is required be 'on-call' to assist if necessary, with rectifying problems and liaising with experienced personnel for repairs etc.

In conjunction with the NRM Roster Officer, ensure that all required positions are fulfilled on the roster with appropriately qualified personnel, at least 2 weeks in advance.

Prior to the start of the season, ensure all necessary items, consumables and documents are in place.

During the season, co-ordinate and ensure that there are sufficient locomotive consumables on site, including but not limited to wood, coal, oil, grease, chemicals, kerosene, all required fuels and rags.

Co-ordinate and ensure that the ash bins are emptied regularly and there are sufficient empty ash bins at the Semaphore depot.

Ensure all other non-consumable items, ie batteries, fire prevention appliances, EFTPOS is charged and paper rolls available, and all necessary forms and documents are accessible.

Initiate and manage the training of guards and conductors to enable a suitable number of volunteers are suitably qualified and available to be rostered.

Be the main point of contact with the volunteers, to foster and bolster a good relationship and to handle any queries that may arise. Ensure that all volunteers are suitably dressed and maintain a good level of appearance and hygiene.

In conjunction with the NRM Curator & Business Manager, seek additional volunteers as necessary, to enable associated interviews and engagement.

Attendance on site, both at Semaphore and Port Adelaide, is not a regular requirement but would be necessary to assist with rectifying problems that may arise and/or to monitor performance of train crews.

Monitor and initiate, where appropriate, the overall presentation and cleanliness of the train consist.

In conjunction with the NRM Maintenance Manager, be proactive liaising with the train crew, including any reports such as track defaults, and arrange suitable inspections as required.

In conjunction with the NRM Maintenance Manager, be proactive with the necessary certification of the train consist and the track infrastructure – including a separate annual inspection of the track well prior to the operating season.

### **Financial Management:**

The SRM has no financial delegation, however basic requirements for expenditure can be met by verbal approval from either the NRM Curator & Business Manager, or the NRM Maintenance Manager.

## **Attributes and Experience:**

- Some demonstrated experience in team leadership, planning and organising – particularly related to eg rostering, supplying materials, creating and maintaining a range of documentation.
- Hold or obtain qualifications of Guard and Conductor on the Semaphore Railway.
- Prepared to undertake some physical work.
- Hold a current Drivers Licence.
- Hold a current National Police Certificate.
- Hold a current Working With Children Check.

NOTE: If any financial remuneration is required, please advise the basis of that payment, terms and conditions, and your Australian Business Number for ATO purposes to enable the completion of a (Sole Trader) Contract Agreement.

## **Applications**

All applications (including email versions), must be forwarded to:

Gabby Sexton - NRM Curator & Business Manager  
PO Box 3153 Port Adelaide SA 5015

Or emailed to: [cbm@nrm.org.au](mailto:cbm@nrm.org.au)

Applications will close at 5pm on Friday 28 July 2023

For any initial enquiries please contact Gabby Sexton direct – phone 8341 1690 between 10am and 4pm on Mondays to Fridays.