

Position description

Title:	Trainer Support - Safeworking
Branch:	Train Operations
Status:	Casual
Location:	Belgrave based but required to travel the PBR rail corridor
Reports to:	Group Manager Train Operations and Traffic Superintendent
Direct Reports:	Nil
Hours/Days of Work:	As rostered – shift length can vary from 3 to 10 hours
Travel:	As required on the ETRB Network
Requirements:	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and participation in periodic checks</p> <p>Completed a National Transport Commission Category 2 Health Assessment Medical</p>

Job Purpose

This position will provide direct support, knowledge and expertise in developing the skills and knowledge required for those working in train operational roles, particularly the function of Safeworking. Focus will be on providing on-the-job practical instruction and supervision, such as observation and shadow shifts, of Trainee Safeworkers as part of their competency training.

This position is considered a short-term requirement to expediate a backlog of various on-the-job training requirements.

Key Duties & Responsibilities

To instruct, supervise and observe Trainees in signalling and guard duties through demonstration and support of the following:

- Ensure that all Safeworking for the operation of trains is carried out strictly in accordance with the Rules, General Instructions, Supplementary Instructions and Local Instructions
- Work with the Driver, Fireman and other Safeworkers to ensure safe operation and protection of the train
- Complete the detailed documents required for train running, train register and other safeworking documents.
- To ensure that all safeworking requirements have been completed before signalling to the Driver that the train is safe to depart.
- Operate signals, points and other Safeworking equipment
- Read and be aware of all current notices issued
- Control shunting operations and the stabling of rolling stock
- Maintain safety vigilance over the train during travel
- Be prepared to communicate at any time by radio to the Driver, the SM Belgrave, other Guards and Signalmen as required
- To ensure that the brake van is appropriately equipped, and train is fitted with appropriate signals.
- To identify and report faults and failures according to PBR safety rules and procedures.



- Work with other volunteers and staff demonstrating a one team approach.
- Act as a representative of Puffing Billy Railway, being helpful and courteous to passengers, communicating information and answering passenger enquiries where possible.
- Assist passenger services volunteers with physical boarding assistance to passengers where possible and time permits.
- Assist with critical incidents and/or emergency situations.

Training Administration

- To assess a Trainee's performance of the tasks to ensure knowledge and theory is demonstrated in practice
- Complete training assessment documentation for trainee shift assessments and keep records of training activities

General Duties

- Attend and contribute to Branch and other organisational meetings
- May have direct contact with children and will be required to follow all appropriate policies.
- Maintain a Child Safe environment including reporting responsibilities and procedures.
- Actively participate in continuous improvement – learning and development programs and performance management programs.
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested by the Group Manager Train Operations and Traffic Superintendent

Key Competencies

- Demonstrated people skills, ideally with experience or aptitude in communicating with staff and volunteers
- Clear verbal and written communication skills
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Focus on service excellence, exceeding internal and external customer expectations

Qualifications & Experience Required

- Have held for a minimum of 5 years a current Puffing Billy Railway Safeworking qualification
- Experience and demonstrated skills in volunteer training and supervision
- Experience and qualifications in adult learning and education looked upon favourably
- An understanding of Puffing Billy's history and current business is desirable.

Key Relationships

- PBR staff, volunteers and visitors

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Co-operate with management in its fulfilment of its legislative obligations



- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- To report any injury, hazard or illness immediately, where practical to their supervisor
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment

The following health and safety factors are relevant to this position:

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 15kg) • Gripping, holding, clasping with fingers/hands. 	<ul style="list-style-type: none"> • Standing on a constantly moving surface for long periods. • Boarding or alighting from carriages and vans from ground level. • Operating point levers, hand brake wheels, coupling equipment and other equipment. • Hand/arm movement i.e. reaching, signalling and sorting • Walking on uneven surfaces. • Responsibility for the safety of others.

Additional Notes

- Appropriate uniform when travelling on a passenger service - Guards and Signalmen are required to be neatly attired in Black Shoes/Boots, Black or Navy Pants, White Shirt, Black Tie, Dark Jumper/Jacket, Hat
- Some weekends and public holiday work may be required on rostered basis
- Attendance at meetings and some variation to normal hours of work (including early or late starts, weekends and public holidays) may be expected within reason
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays maybe limited.
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants may be subject to unannounced drug and alcohol testing.

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name: _____

Employee Signature: _____ Date: _____

Approved By:	Peter Abbot	Date:	December 2021
Last Updated By:	Peter Essig	Date	December 2021



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!