



JOB DESCRIPTION AND SAFETY RESPONSIBILITY STATEMENT

1. POST DETAILS

Job Title: Operations Support Assistant West Riding
Department: Operations
Location: Bradford
Reports to: Area Operations Manager
Safety Critical Post: No

2. PURPOSE OF JOB

Provide an effective and efficient support service to the Area Operations Manager and associated team.

3. LIST OF DUTIES

- Through the provision of efficient information, administrative and personnel services to the Area Operations Manager and his/her team, assist in achieving optimum levels of performance for all staff within the team.
 - Organise and co-ordinate workload commitments of the team and individuals so as to assist them in achieving their objectives.
 - Establish, implement and maintain a system to track incidents via the control log.
 - Provision of comprehensive administrative support service to include, word processing, note taking at meetings, raising and managing purchase orders, maintaining databases, correspondence and amendment of documents.
 - Organise the receipt and distribution of all incoming mail, telephone, fax and electronic data message in order to ensure all are brought to the attention of the appropriate individual.
 - Organise meetings and conferences as necessary and, through the collation and dissemination of information and documentation ensure the team and individuals are briefed to attend meetings.
 - Ensure all team files and records are maintained in efficient order and requirements for stationary and computer consumables are met.
 - Assist in specific projects as required.
 - Provide general assistance in smooth operation of traincrew depot.
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4. KNOWLEDGE, QUALIFICATIONS AND TRAINING

Experience or knowledge of safety management systems and railway operations desirable.

5. SAFETY RESPONSIBILITY STATEMENT

Prime Responsibilities

Comply with all relevant safety instructions.

General Safety Duties

It is your duty to:

- Co-operate with your supervisor/manager in meeting health and safety requirements.

DO NOT START WORK UNLESS IT IS SAFE TO DO SO.

Specific Safety Duties

Add as required

Specific Safety Qualifications Required

Add as required

Specific Safety Training Required

Add as required

Personal Protective Equipment Required

Add as required

Safety Publications Issued on a Personal Basis

Add as required

Issued by Manager:

Name _____

Signed _____

Date _____

Receipt Acknowledged by:

Name _____

Signed _____

Date _____