



Tō Mātau Moemoeā Our Vision is to use the past, present and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Senior Workshop Engineer – Rail and Steam

Reports to: Head of Collections Workshops

PURPOSE OF THE ROLE

The Senior Workshop Engineer – Rail & Steam is the technical specialist and senior member of the Collection Hub's Rail and Steam section.

Under the direction of the Head of Collection Workshops, you will take responsibility for planning, coordinating and completing maintenance, preservation, conservation and restoration of Museum items for the section, and for the day-to-day supervision of the section team members (employees and volunteers) and contractors.

RESPONSIBILITIES

- Lead the Rail and Steam section, fostering collaboration and mutual support among the various employees and volunteers, to achieve the shared objective being a high-quality experience for MOTAT customers.
- Lead and coordinate Rail & Steam section team members (employees and volunteers) and contractors to provide effective and constructive support of the Museum's strategic direction.
- Lead the day-to-day coordination of the Rail workshop facilities; allocating space for projects, logging maintenance requests and ensuring that the workshops are maintained in a safe and tidy condition at all times.
- Assist the Head of Collection Workshops to develop service level agreements for collection objects and identified non-collection objects, ensuring the alignment of that agreement with Working Object Guidelines and the Museum Experience Hub's forward planning schedule so far as available resources permit.
- Take an active role in the planning of Rail and Steam Section maintenance schedules, projects and budgets under the direction of the Head of Collection Workshops, ensuring that collection items are appropriately cared for and the long-term sustainability of the operational MOTAT collection.
- Manage the delivery of Rail & Steam maintenance, preservation, conservation, and restoration projects as directed by the Head of Collection Workshops and in accordance with the Collection Workshops Manual and Working Objects Guidelines.
- Directly lead teams engaged in projects on which you are the nominated project leader.
- Undertake hands-on engineering tasks in support of Rail & Steam section projects.
- Manage the infrastructure required to run the rail and steam operations.
- Ensure that the agreed deliverables of service level agreements with the Museum Experience Hub are met.

- Foster the retention and expansion of expertise and knowledge within the Rail & Steam section and deliver training to team members as required.
- Assist the Head of Collection Workshops to develop and update the Collection Workshops Manual and Working Objects Guidelines; and to develop and/or adopt any relevant technical codes and standards.
- Provide regular updates on current projects as agreed with the Head of Collection Workshops and ensure that all work is appropriately recorded.
- Execute agreed scheduled inspection and maintenance programmes.
- Support the Head of Registry and the Head of Conservation and Collection Care by managing the logistics of large objects including safe movement, engaging contractors, and supporting storage infrastructure.
- Ensure that all collection and non-collection items are stored, transported, used and operated (where required by the Collection Workshops team) in accordance with Museum policy while in the care of the section, and that all problems with the condition and/or use of any Museum items are reported promptly.
- Issue purchase orders and approve payment of invoices where required to achieve section objectives, as agreed with the Head of Collection Workshops and in accordance with MOTAT's financial guidelines and parameters, to achieve best value.
- Ensure adherence to the MOTAT Collection Policy, such that Museum items in the care of the section are always cared for appropriately and maintained at an agreed standard, and that all problems with the condition and/or use of any museum items are reported promptly.
- Actively promote a safety and wellbeing culture within the workplace and ensure that all safety and wellbeing procedures are understood and followed.
- Ensure that any relevant compliance requirements are met, including statutory and/or regulatory certifications, and that all associated documentation is correctly completed and made appropriately accessible.
- Ensure that team members and contractors are following all relevant published MOTAT Standard Operating Procedures, as outlined by the Safety and Wellbeing Advisor.
- Provide support to other members of the Collections hub and wider MOTAT team as required - this includes providing assistance to other specialist sections of the team, as required.
- Follow all People and Performance management policies and procedures.
- Follow all museum policies and procedures, ensuring adherence to museum best practice.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT's business objectives are met.

DOCUMENTATION

- Maintain comprehensive and accurate documentation of activities undertaken as per the Collection Policy and regulatory compliance.
- Implement the system of document control in relation to the movement of collections.
- Implement documentation for restoration projects.

HUB ACTIVITIES

- Receive and process all requests from MOTAT Team Members relating to the collection promptly, courteously and accurately.
- Liaise with the Safety & Wellbeing team to ensure compliance with legal and statutory requirements.
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.
- Model behaviours consistent with MOTAT values.

- Comply with all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa’s Code of Ethics.

KEY PERFORMANCE INDICATORS

- All section members are appropriately trained, supervised and motivated, and work is appropriately delegated.
- Delegated budgets, work quality, and timescale targets are met.
- All inspection and maintenance programmes completed as agreed and to schedule.
- All work areas are clean, tidy, and safe for MOTAT Team Members, contractors, and visitors.
- Safe and appropriate handling of collection objects to prevent damage and reduce conservation requirements.
- Repairs, maintenance, and restorations carried out on museum objects are in accordance with good museum practice and reflect an approved repair, maintenance or restoration plan.
- Enhance the visitor experience by making work areas appropriately accessible, engaging with, and informing museum visitors.
- Positive collaboration with other sections and departments to achieve collection-related objectives.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Head of Conservation and Collection Care, Head of Registry, Collections Team (inc. volunteers), Public Programmes Team, Technology in Action Manager, Exhibitions Team, MEST Team, Safety & Wellbeing Team, MOTAT Team
External Liaison:	Contractors, Suppliers, External Stakeholders

BUDGETARY AUTHORITIES

\$1,000

SKILLS & EXPERIENCE

REQUIRED

- Experience of heavy engineering with relevant trade qualifications.
- Qualifications to operate full range of relevant workshop machinery (as required) with proven experience.
- Mechanical knowledge and experience.
- A strong team worker with a positive and enthusiastic “can do” attitude.
- Experience as a manager or supervisor, with demonstrable ability to plan work, determine budgets and manage project budgets.
- Basic computer literacy.
- Strong attention to detail and accuracy.
- Excellent interpersonal skills.
- Ability to lift heavy items.

- Current full driver's licence.

DESIRABLE

- Experience of working on boilers, rail vehicles, rail infrastructure, and steam engines.
- Knowledge of the rail and steam industry.
- Experience in, or an understanding of, museum practice relating to maintenance and restoration, and/or experience of working with heritage artefacts.
- Experience in training staff.
- Forklift licence.

Ō MĀTAU UARA OUR VALUES

AUAHATANGA INNOVATION	We will be courageous and try new things.
NGĀTAHITANGA COLLABORATION	We will work as a team that respects and supports others.
MOTUHĒHĒTANGA INTEGRITY	We will act ethically and with respect and transparency.
PŪMAUTANGA SUSTAINABILITY	We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.