# Technical Director Job Description

| | | | |
|---|---|---|---|
| **Job Title** | Technical Director | **Department** | Technical Team |
| **Hours of Work** | Full Time – 40 hours per week | **Reports to** | CEO |
| **Salary Range** | £85k - £100k | **Location** | Remote |

| | |
|---|---|
| **Staff Responsibilities** | Technical Managers and Project Managers |
| **Travel** | Work from home with extensive national travel and some international travel |
| **Summary of Position** | The Technical Director is a member of the RailEI Board, appointed under Article 4(1)d. The purpose of the role is to undertake Technical Director responsibilities of the Institution and lead all aspects of the technical services offered by the Institution. Technical responsibilities are related to approval and sign off of technical aspects including specific duties under the Engineering Council licence to award professional qualifications. Technical services work is primarily delivered through a number of discipline specific working groups comprised of RailEI staff and volunteers. Stakeholder management is a key part of the role, working with employed staff, volunteers and external stakeholders.<br><br>The ideal candidate will have worked in a senior technical role within the rail engineering sector, have a detailed understanding of multi-disciplinary engineering activity, possess excellent organisational, communication and stakeholder-management skills, and have the ability to bring people, processes and information together to support high-quality delivery and continuous improvement across the Institution. |

## Responsibilities

| | |
|---|---|
| **Technical Governance** | • Board member, participating in four Board meetings per year and contributing to the overall strategic direction of the Institution.<br>• Member of the Senior Executive team, providing leadership and guidance.<br>• Oversee the technical aspects of the Institution's Engineering Council licence including ex-officio membership of RailEI Academic Panel, Membership Committee, and Professional Development Committee.<br>• Oversee the academic sign-off of technical education programmes, materials, and awards.<br>• Responsible for confirming all technical information that is publicly distributed by the Institution is accurate, up-to-date and meets the corporate standard. |

© RailEI October 2026 | Registered Office: 46-54 High Street, Ingatestone, Essex, United Kingdom, CM4 9DW | Company No. 99838

| | |
|---|---|
| **Technical Leadership** | • Oversee the development and delivery of Institution technical services such that they meet the needs of members, both individual and corporate.<br>• Lead and develop the Institution's Technical Committee model, to encompass a portfolio of railway engineering and management disciplines appropriate to the Institution's objectives.<br>• With the CEO, maintain and develop outward facing relationships with key technical stakeholders – UKRRIN, Royal Academy of Engineering, Skills England, and railway regulatory bodies.<br>• With the CEO, maintain and develop relationships with national and international forums by attending and chairing meetings and sessions at conferences and events.<br>• Line management responsibility for Technical Managers and Project Management support staff. |

| | |
|---|---|
| **Technical Services** | • Lead the delivery of the technical aspects of:<br>  ○ Technical Seminars<br>  ○ Lunch & Learn Programme<br>  ○ Journal of the Institution<br>  ○ Practical Challenges<br>  ○ Knowledge Hub<br>  ○ Technical Publications<br>  ○ Technical Board<br>• Support key corporate members/stakeholders in determining the content of their internal technical seminars.<br>• Facilitate the resolution of significant technical issues raised by corporate and individual members. |

| | |
|---|---|
| **Stakeholder and Volunteer Coordination** | • Liaise with Institution volunteers, committee members, reviewers, speakers, suppliers and other stakeholders to schedule and support project activity.<br>• Build positive working relationships with internal colleagues and external parties to support effective delivery.<br>• Ensure volunteers and stakeholders are well-informed; understand their role and have the information they need to contribute effectively. |

## Personal Specification

| **Qualifications** | |
|---|---|
| **Essential** | **Desirable** |
| • Chartered Engineer with demonstrable CPD<br>• Membership of RailEI | • Fellowship of RailEI or other PEI(s)<br>• Evidence of further formal learning |

© RailEI October 2026 | Registered Office: 46-54 High Street, Ingatestone, Essex, United Kingdom, CM4 9DW | Company No. 99838

## Knowledge and Experience

### Essential

- Significant and credible experience and prior work in a senior management role within the rail engineering sector and currently active in the field of railway engineering
- Understanding of multi-disciplinary engineering activity, its principles and challenges
- Advocate for the railway industry with evidence of attending networking events
- Excellent understanding of the railway transport industry's structure and scope of its activities
- Strong supporter of Professional Engineering Institution(s)
- Ability to speak and communicate knowledgeably on rail industry issues of the day including technical, safety, performance, organisational, governance and regulatory matters.

### Desirable

- Active in volunteer activity in a relevant PEI such as undertaking professional reviews and committee membership
- Involvement with universities and colleges, e.g. giving career talks to students, membership of industry advisory boards, guest lecturing, and facilitation of placements and site visits
- Understanding of JBM activities
- Active in railway engineering forums
- Experience of multi-disciplinary engineering activities, encompassing:
    - major project work
    - asset management
    - routine renewal
    - maintenance
- Excellent and broad range of senior rail industry contacts.

## Qualities and Attitude

### Essential

- High level of integrity and initiative.
- Commitment to equity and diversity and understanding of how this applies in the working environment.
- Ability to articulate thoughts and ideas clearly.
- Demonstrable evidence of collaboration across multiple scenarios.
- Able to motivate and lead both paid and volunteer staff to achieve goals.
- Excellent organisation, and time management skills.
- Strong interpersonal skills and ability to build and maintain positive relationships.
- Positive, self-motivated and independent.
- Proactive and results driven, with strong attention to detail.

### Desirable

- Negotiation skills.
- Excellent presentation skills.
- An enthusiasm for improving processes and supporting colleagues, volunteers and stakeholders to deliver high-quality outcomes.

## Product Knowledge

### Essential

- Good knowledge of Microsoft Office suite - PowerPoint, Excel, Word and Teams.
- Confident using digital systems to manage records, actions and project information.

### Desirable

- Microsoft Dynamics 365 Customer Insights or equivalent CRM experience.
- Project management or workflow tools, such as Planner, Trello, Asana or Monday.com.
- Social media, particularly LinkedIn.

© RailEI October 2026 | Registered Office: 46-54 High Street, Ingatestone, Essex, United Kingdom, CM4 9DW | Company No. 99838

## Prepared by

| | | | |
|---|---|---|---|
| **Name** | Stephen Barber | **Job Title** | CEO |
| **Date** | 06/10/2026 | **Version** | 1.0 |

Note: This job description is not exhaustive, and the post-holder will be expected to perform other duties within their competence as required by the Institution. This job description will be subject to periodic review and may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

© RailEI October 2026 | Registered Office: 46-54 High Street, Ingatestone, Essex, United Kingdom, CM4 9DW | Company No. 99838