



## Role Profile

<b>Job Title:</b> Timber Workshop Team Leader	<b>Role Profile Number:</b> SBC_11546
<b>Grade:</b> M	<b>Date Prepared:</b> September 2022
<b>Directorate/Group:</b> Adults Health & Housing – Enterprise Works	<b>Reporting to:</b> Enterprise Works Operations Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

- Operational lead of a Timber Workshop team that develop and manufacture bespoke timber products supporting profitable year on year sales growth
- Solely responsible for all individual team members Personal Development Plans, Absence Management, on the job training, mandatory training, performance related management and day to day HR related issues
- Ensure the timber workshop achieves and maintains operational excellence in relation to all Health and Safety, Risk Management and SBC Policy guidelines and ensure any concerns or issues are dealt with in a timely manner
- Create, install and deliver pre-fabrication methodology and a production line manufacture operation with a one team approach
- Demonstrate and lead by example a professional service at all times by the team to both our internal and external customers
- Take ownership and accountability that production line timescales and schedules are consistently met
- Work alongside Enterprise Works Management to develop a new 'Fencing Surveying and Installation Team' that allows Enterprise Works to survey – quote – install for customers and in the developing of a successful business model
- Be the point of contact delivering timber projects within the supported learning programme and ensure we demonstrate SBC values within this

### Key Accountabilities

- Lead and manage a robust work force in order for the team to carry out their duties
- Manage the distribution of works within the team ensuring the relevant materials are available
- Be solely responsible for managing all day to day operational processes within the workshop, driving work efficiencies, optimising performance and service and recommending areas for on-going improvement

- Take ownership for completing all team members absence management, HR related issues, work related queries and identifying training development needs of all individuals working within the timber workshop, including future apprentice roles
- Demonstrate safe working practices to include Risk Assessments, manual handling, HAV's, Noise Assessments and ensure relevant PPE is in place at all times
- Respond to priority requests from customers
- Lead on the creation, prototyping and subsequent manufacture of new products
- Set in place production line manufacturing
- Respond to any emergency situations, recording all accidents and incidents according to procedure and assist with the evacuation procedure
- Report directly into the Enterprise Works Management team and compile a MI Performance suite for all stakeholders

### **Supplementary Accountabilities**

- Ensure an accurate inventory of materials is maintained at all times
- Take full ownership for all asset management within the workshop, along with ensuring excellent housekeeping skills are demonstrated on a daily basis
- Ensure timely maintenance and/or quarantine of machinery on site, in line with requirements
- Undertake any other duties that can be accommodated within the grading level of post
- Key-holder responsible for the opening/closing of the unit

### **Knowledge & Experience**

- Proven Experience as a Team Leader or Supervisor role
- Comprehensive knowledge of and the ability to manufacture a full range of timber products, along with new concept projects
- Demonstrable previous experience of surveying and installing of fencing projects
- Ability and willingness to train, support and mentor individuals
- Experience of day to day customer interactions
- Strong knowledge and experience of delivering a safe working environment for staff at all times adhering to strict Health and Safety guidelines
- Must display a positive attitude to work and lead with a one-team approach
- Must be flexible and adapt to changing work situations

### **Qualifications**

- A full clean driving licence
- Timber Fencing Surveying equivalent or demonstrable experience
- Timber Fencing Installation equivalent or demonstrable experience

### **Decision Making**

- Assess, Understand and Action - able to make stand alone decisions that have direct positive impact for Operations
- Ability to prioritise and adapt where required for customer demand

**Creativity and Innovation**

- Adaptable to changes within a fast paced production line environment
- Ability to manage work load pressures and demand
- A retail and customer driven vision that puts the customer at the forefront
- Reacting and ability to manufacture to trends and brand awareness

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Daily supervision and leadership of workshop team and manufacturing of products</li> <li>• Ongoing training and development for individuals</li> <li>• PDP's, RTW's and HR related matters</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Manufacturing, production line operations</li> <li>• Workshop efficiencies and cleanliness</li> <li>• Interaction with Retail and Customers to determine accurate production</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No but instrumental in material cost management and margins</p> <p>Laptop Mobile Phone</p>
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**Contacts and Relationships**

Continuously strive to build positive working relationships with all Enterprise Works employees and demonstrate a professional approach with both internal and external customers, ensuring the brand and reputation of Enterprise Works Timber and Fencing Workshop is prioritized at all times.

**Other Key Features of the role**

Working in a workshop environment that has LEV system in place. Daily PPE includes ear defenders and safety goggles in the workplace. The creation of an installation team will see external works and interaction with customers. The apprenticeship mentoring will require 1-1 engagement and mentoring. The supported learning opportunities that Enterprise Works will afford fulfils the directorate ambition for having a home, having a job and ensuring community support.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	