

Job Title: Timber Workshop Assistant	Role Profile Number: OPN111
Grade: J	Date Prepared: Oct 2021
Directorate/Group: Adult Social Care – Enterprise Works	Reporting to: Timber Workshop Supervisor
Structure Chart attached:	Yes

Job Purpose

- To support the Timber Supervisor in the day to day workshop operations for internal and external customers
- To manufacture various timber products within set timescales
- To take individual ownership and to support the timber Supervisor to maintain an operationally efficient timber workshop that adheres to all Health & Safety, Risk Management and SBC Policy guidelines
- To uphold and demonstrate the SBC values within a supported employment / learning environment for adults

Key Accountabilities

- To manufacture an agreed range of products within the workshop, whilst constantly striving to identify and improve product design.
- To be an integral part of a daily production line operation taking ownership for own input.
- To understand and adhere to deadlines for completion of work.
- To undertake routines on a daily basis that involve the use of machinery and tools having received comprehensive training and Risk Assessment sign off, along with ongoing learning of new tools and machinery to broaden skills.
- To be part of the workshop team, helping to drive working efficiencies and optimise performance and service, along with recommending areas for on-going improvement to deliver customer satisfaction at all times.
- To actively support the training and development of other individuals working within the timber workshop and to be a part of a 'one-team' approach.
- Ensure a clean and safe working environment is maintained throughout the workshop at all times through daily/weekly clean downs and H&S awareness.

Supplementary Accountabilities

- In accordance with the provisions of the Health and Safety at Work Act 1974, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council, so far as is necessary, to enable the Council to perform or comply with its duties under any statutory health and safety provisions
- Ensure all personal training needs are identified and implemented with the timber Supervisor
- Be flexible in your work approach and understand that the daily staffing rotas support business needs over a 7 day working week and across all multi-channel services
- Comply at all times with the SBC Code Of Conduct

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Previous experience of working in a timber manufacturing facility and the ability to demonstrate the manufacture of a full range of products
- Knowledge and experience of delivering a safe working environment for staff, adhering to strict Health and Safety standards
- Must display a positive attitude to work and to colleagues
- Must be flexible and adapt to changing work situations

Qualifications

- Educated to GCSE Level

Decision Making

- Be purposeful and make decisions where required

Creativity and Innovation

- Be 'brand aware' and have a creative approach for product development

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Manufacturing of timber products <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • • • 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Liaison with external and internal customers
- Liaison with SBC management

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

- The role encompasses working within a workshop environment and the use of PPE at all times. The use of machinery and a workbench set up are in place and all relevant training / Risk Assessments / Safe Systems Of Work / Health & Safety training is provided.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	