

JOB DESCRIPTION

Post: Senior Factory Operative

Location: Norwich Norfolk

Reporting to: Production Supervisor/General Manager

RESPONSIBILITIES OF THE POST

1) Principal purpose of the job role

Norfolk Industries operates a small supportive commercial manufacturing business producing a range of pet bedding products in paper, viscose and fibre.

As part of a small production team, you will be responsible for producing pet bedding products as well as carrying out machinery maintenance following training and other aspects of general factory work. This role includes key tasks including forklift truck driving, using an industrial bandsaw and acting as a first aider and fire marshal for which full training and support will be given.

During periods of absence, you will ensure that the production continues to be of commercial quality standard and meets delivery timescales, whilst considering the respective skills and abilities of other team members. You will also ensure that all individuals on work placements are effectively supported taking skills and capability into consideration.

At all times you will ensure that the Health & Safety for colleagues is monitored and react & report appropriately to any concerns.

You will achieve this through acting with integrity; value, respect and promote equality, diversity, dignity and inclusion.

2) Key responsibilities of the role (*This list is not exhaustive*)

These responsibilities are all applicable to the day-to-day role and also when the Production Supervisor is absent the Senior Factory Operative is expected to take the lead on the day-to-day operation on the factory floor reporting any concerns or issues to the General Manager as appropriate.

The post holder is expected to treat everyone with dignity, fairness and respect, recognising and valuing individual differences. This includes supporting an inclusive working environment where people of all abilities and backgrounds feel welcomed, supported and able to contribute.

- Be responsible for your own and others health & safety adhering to appropriate legislation and Independence Matters policies. You will immediately report any concerns with regard

to H&S to Management as necessary, making the decision to stop working immediately to avoid unsafe working practices or potential unaccounted-for risks if necessary.

- You will ensure that the team members including individuals on work placements are provided with adequate supervision, support and basic instruction taking their skills and capability into consideration.
- Ensure machinery and equipment is inspected before use, kept clean and tidy and operated safely.
- Ensure materials, tools and PPE are used in accordance with defined production guidance and/or supplier's instructions.
- Report any raw materials requirements for ordering purposes to office providing allowance for delivery timescales.
- Effectively self-time manage and work in an efficient manner to maximise productivity levels.
- To work cooperatively within a team environment actively striving to get on with fellow work colleagues and others on work experience placements.
- To undertake further development and training (which may be in working hours or, if this is not practicable, outside of working hours) if required in order to gain further skills for the role.
- To actively take part in general quality control of the product raising any issues immediately with the Production Supervisor or Factory Manager including final inspections as required.
- Undertake quality checks and rectify problems as defined in the Workshop Quality Management System and rectify quality control issues arising from the placement of individuals on work experience programmes or the breakdown or performance of machinery and report to Management as necessary for assessment.
- Ensure that all product is produced to customer specification and within quality control standards.

You will work towards set performance targets for the tasks below:

- ✓ preparation of paper for shredding, cutting reels on the band saw
- ✓ shredding paper through various shredding machines or taking a viscose material
- ✓ filling bags, sealing bags and packing sealed bags into polythene bags and/or cartons as appropriate.
- ✓ palletising product and making orders ready for despatch
- ✓ production of large 10kg-12kg bales, and wrapping orders for despatch
- ✓ movement of pallets of finished goods or raw materials as required by fork truck

Other Key Information

- Due to the nature and size of the workforce the individual filling this post must be flexible, efficient and able to respond to demand as required across a wide range of tasks and activities.
- The work can be quite physical and may at times involve handling paper bales (>16kgs), moving large reels of paper onto the fork truck or pallet trucks and can also involve standing for relatively long periods.
- You may be required to provide repeat instructions, support or assistance to others on work experience placements to enable them to carry out the job accurately and effectively.
- It is important that the individual has a positive attitude and a can-do flexible approach to working in general.

3) Special Conditions

The post is subject to the appropriate level of Disclosure and Barring check.

PERSON SPECIFICATION

Essential Criteria

- 1) Ability to do simple maths (additions and subtraction)
- 2) Ability to complete and pass counterbalance fork truck driving course
- 3) Ability to complete and pass First Aid at Work qualification and provide first aid cover in the factory
- 4) Proven commercial bandsaw experience
- 5) Working within a team
- 6) Basic product quality control requirements
- 7) Ability to learn machinery maintenance on a variety of basic machines
- 8) Be physically fit and able to move heavier materials and finished goods around
- 9) Self-management and self-motivation skills

Desirable Criteria

- 1) Experience of working in a commercial production environment
- 2) GCSE in Maths and English
- 3) Current Forklift licence
- 4) Current First Aid certificate
- 5) Fire Marshall
- 6) Working with quality control systems

7) Proven machinery maintenance skills