

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Climate Change, Housing Employment and Skills.	SERVICE GROUP: Industrial Services Group
POST TITLE: Production Supervisor - Windows	REPORTS TO: Production Lead
GRADE: Band 8	POST REFERENCE (SAP)/ VACANCY CONTROL NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted:

- 1 Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- 2 Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- 4 The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Key Purpose of Post: explain the main purpose of post i.e. why does it exist, what is its main focus. Information can be drawn from a relevant Job Description/Job Profile

Responsible for the day-to-day production activities of the PVC-u window fabrication workshop, ensuring all work meets the customer's needs in terms of specification, quality and programme.

Supervise and assist all operations associated with the fabrication of PVC-u windows of all types, and PVC-u doors including patio doors.

Motivate operatives by demonstrating leadership, introducing new techniques and by being sympathetic to the needs of people with disabilities.

Together with the Production Lead, formulate and implement methods to ensure that production output meets budgeted and targets levels.

Competency Based Job Profile

Implement job training and undertake development plans for all operatives.

Ensure adherence to ISG quality systems, practises, specifications and documentation.

Main Responsibilities of Post:

1. To supervise all of the required fabrication processes.
2. Ensure the smooth running of the window production on the shop floor in terms of labour, materials and facilities.
3. Take a hands on fabrication role within the department.
4. Building key holder.
5. First aider.
6. Provide appropriate operator training where training needs have been identified and maintain training records.
7. Ensure all work is carried out in accordance with the latest Health and Safety regulations and best working practise.
8. Undertake risk assessments.
9. Ensure all machinery is maintained and records kept.
10. Carry out routine cleaning down of machinery.
11. Ensure quality standards are maintained and report any unresolved issues to the Production Lead.
12. Ensure all measuring equipment is calibrated and records kept.
13. Implement approved changes to working practises in order to improve quality and production output.
14. Ensure all contractual deadlines and production schedules are met.
15. Together with the Production Lead, ensure compliance with ISO Quality processes.
16. Recognise and rectify fabrication faults at any stage in the production process and implement corrective action.
17. Occasionally escort visiting parties around the plant and to describe the fabrication process.
18. Keep abreast of industry standards and developments by attending exhibitions, seminars and maintaining awareness of latest trends through various methods such as trade publications etc.

Competency Based Job Profile

19. Carry out associated administrative tasks including the recording of attendance, monitoring of absenteeism, gathering of production statistics etc.
20. Wear the supplied clothing and safety footwear at all times when undertaking duties on the shop floor.
21. Carry out all reasonable management requests related to fabrication, quality, production or shop floor environment.

Job Dimensions:

The post holder is responsible for the day to day activities of the PVC-u window department including its staff and trainees.

Together with the Production Lead will be expected to arrange and plan the work load methodically and ensure all quality and customer requirements are met in full.

Responsible for ensuring all work is carried out in accordance with the latest Health and Safety regulations and best working practice.

Responsible for the safe operation, maintenance and safety inspection of all machinery reporting any issues to the Production Lead.

The post holder will be expected to contribute towards the department objectives by providing a hands on fabrication role.

When required Introducing new products and processes to the shop floor.

Training and developing existing and new staff members.

If this post has decision making responsibility outline its extent:

Responsible for the supervision of shop floor Operatives and has a significant input into implementing policy decisions regarding the PVC-u window section's activities.

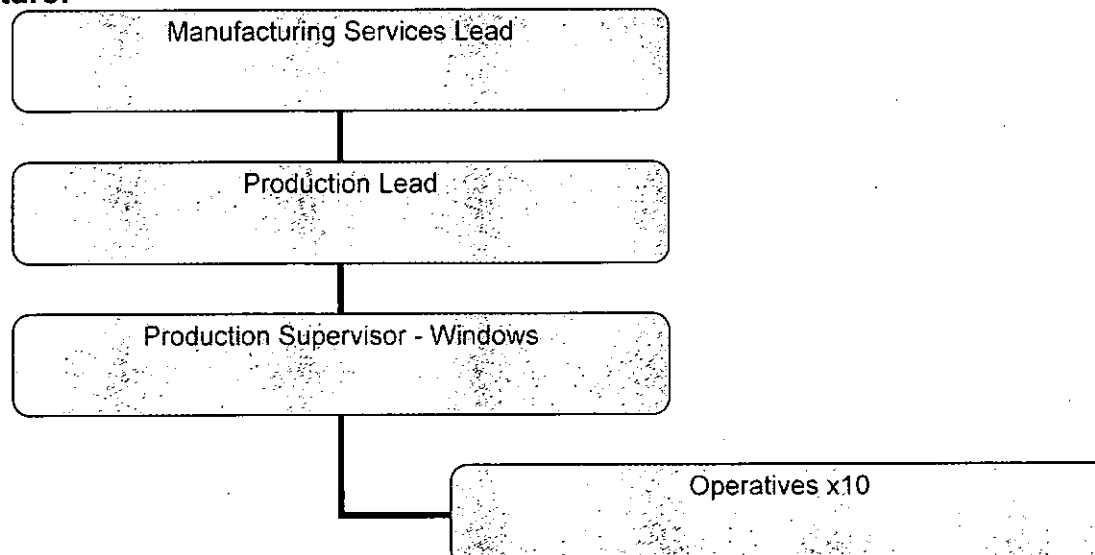
Professional Qualifications:

NVQ level 3 in relevant subject or suitable experience in a supervisory role within the PVC-u industry. Relevant health and safety management certificate highly desirable.

Routine Communications:

Manufacturing Management team, warehouse operatives, Contract Supervisors, Welfare/Supported Employment Officer, Manufacturing operatives

Structure:



Competency Based Job Profile

Core Employee Competencies:

Add only those most relevant or essential to the post from the core competencies section of the Employee Skills and Competencies Directory.

Number	Skill /Competency
AS5	Be able to work in ways that support equality and inclusion, to reduce the likelihood of discrimination.
BSC3	Ability to undertake range of maintenance tasks
BSC4	Ability to take on responsibilities associated with building security including alarms key-holding and emergency response call out.
BUS1	Able to operate a range of office equipment
BUS2	Able to implement, maintain and manage accurate information retention systems both manual and computerised.
BUS3	Completes clerical and administrative work with accuracy and attention to detail.
BUS5	Able to order resources materials and equipment
BUS6	Able to effectively use key IT packages as recognised by Bradford Council
BUS7	Able to manage diaries to ensure smooth delivery of service
BUS8	Able to deal with internal and external customers both face to face and over the telephone.
CE1	Control budgets, tasks, people and resources
CE5	Able to explain and understand current specifications, design standards, contract conditions and options for service delivery.
DCC9	Able to conduct pre-start safety inspection of and use powered hand tools, minor plant and machinery including pre-start safety inspection.
DCC10	Able to interpret plans and drawings and set out tasks from the information provided.
ERS1	Understanding and apply safe working practices in a variety of situations
ERS20	Demonstrate an ability to maintain, use and calibrate a wide range of monitoring equipment.
ED2	Apply anti discriminatory practice and approaches in their day to day interaction with colleagues and clients, challenging bias, prejudice and intolerance.
ED3	Able to actively recognise and challenge stereotypical attitudes and perceptions, supporting people who need assistance in exercising their rights.
ED5	Able to communicate sensitivity and in an appropriate manner which considers the diverse needs of our communities.
ED8	Actively treats people in ways which respect the diverse needs of our communities and achieve fair access to services.
HS1	Able to understand, interpret and implement health and safety legislation
HS4	Able to explain and implement safe systems of work and procedures
HS5	Able to explain and implement risk management process
HS11	Demonstrate understanding of the use and provision of specialist safety equipment / PPE
ICT28	Demonstrate understanding of quality management, quality assurance, quality standards, compliance audit or safety assessment.
LD1	Identify changing workforce needs, devise developmental solutions where appropriate and evaluate outcomes.
P1	Demonstrate ability to carry out sustainable levels of moderate/ heavy physical Activity over a prolonged period.

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P4	Able to explain and understand COSHH, health & safety and safe working practices in relation to machinery, manual tasks, materials
P4	Able to work productively both within a team and on occasions alone.
WP1	Demonstrate understanding of the principles and good practices linked to workforce planning.
WP5	Able to review and evaluate their workforce plan
YS2	Promote an ethos of continuous improvement offering support and challenge to facilitate delivery of appropriate high quality services.
Main Technical Skills/Competencies: Add any essential to the post from the <u>Employee Skills and Competencies Directory</u> . See the Managers Guidance notes for further information.	
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Management Competencies: Indicate whether Strategic, Middle or First Line Manager/ Team Leader as appropriate ,add those essential to the post from the relevant management competencies section of the <u>Employee Skills and Competencies Directory</u> .	
Number	Skill /Competency
3L1	Acts as a role model within the team
3L4	Provides operational leadership which brings about change
3L5	Involves staff to meet key work requirements
3PP2	Treats others fairly & consistently
3PP3	Creates & maintains good working relationships to facilitate collaborative working
3PP4	Gives and receives appropriate and timely information
3PP8	Takes responsibility for their own learning and development and that of others
3SP1	Interprets organisational objectives and relays key messages and outcomes required to staff
3SP4	Actively achieves goals
3SP5	Monitors objectives & outcomes
3SP6	Routinely collects & analyses information about performance
3SP7	Supports and encourages staff to meet performance needs
3PM1	Sets, agrees and monitors realistic milestones & standards when planning
3PM2	Checks progress against the required standards
3PM4	Manages their own time efficiently, balancing short & longer term issues
3PM5	Anticipates problems, develops contingency plans and addresses under performance.
3PM6	Encourages partnership/collaborative working and client focus in creating service delivery solutions
<p>The ideal candidate will:</p> <ul style="list-style-type: none"> ▪ Have previous supervisory experience and be responsible for the day-to-day running of the shop floor maximising PVC-u window and door output. ▪ Be fully aware of and implement all Health and Safety requirements relating to machinery and the working environment. ▪ Be a hands-on fabricator with three years experience of fabricating casement, tilt 	

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before turn, pivot, vertical sliding sash and fully reversible window types.

- In addition, will have hands on experience of fabricating PVC-u entrance doors, French doors and sliding patio doors.
- Be able to pass on knowledge and teach best practice fabrication techniques to a workforce with disabilities.
- Be able to demonstrate an ability to work with a high degree of accuracy and often to tight deadlines
- Fully understand technical documentation and interpret instruction manuals for existing and new products
- Have the ability to prioritise and organise workloads in the most efficient production manner.
- Have an understanding of how workshop machinery works and be able to maintain, set up machinery, rectify minor faults and change such things as saw blades and cutter blocks.
- Keep an attendance register together with a record of all operative holidays and sickness
- Maintain ISG quality records in line with our ISO9000 accreditation

Working Conditions:

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions:

Management require that the following check be carried out as part of the recruitment process: CRB check to enhanced level. No contra-indications in personal background or criminal record indicating unsuitability to work with children, young people, vulnerable clients or finance.

The three boxes below are only required to be completed for grading information purposes

Education/Qualifications:

NVQ level 3 in relevant subject
NVQ 2 in fabrication

Experience :

- Be a hands-on fabricator with three years experience of fabricating casement, tilt before turn, pivot, vertical sliding sash and fully reversible window types.
- In addition, will have hands on experience of fabricating PVC-u entrance doors, French doors and sliding patio doors.
- Two years supervisory experience or hold a ILM level 3 or equivalent

Compiled by: SW

Grade Assessment Date:

Post Grade:

Date: 19/6/2012

Band 8