

## ROLE SPECIFICATION

<b>Position:</b>	<b>Trainee General Production Operatives</b>
<b>Department:</b>	<b>Operations Department</b>
<b>Location:</b>	<b>Bromborough, Wirral, UK</b>
<b>Responsible To:</b>	<b>Operation's Manager at Lexicraft Limited</b>

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### **Our Client**

Our client is a leading manufacturer of a wide range of bespoke reliable, high quality identification products including labels, decals, name and data plates, panel fronts and overlays, membrane switches and touchscreens with over 20 years' experience.

### **The Operations Department**

Duties will include assisting in busy areas of the company (Metal /Plastic finishing /Doming /Digital and Despatch) work duties includes assembling parts, Checking and packing finished goods loading and unloading machines.

### **Responsibilities & Accountabilities**

- Support in the day to day Production Operations in other areas of the business as and when the business demands to cover Holidays & Sickness Absence.
- Daily use of the company computer to maintain accurate records as and when required.
- To keep the working area/stores clean and tidy and free of hazards as per the company's Health & safety Policy (as per the company handbook & policy statement) and reporting any potential dangers to the Operations Manager as soon as they arise.
- Support in the generation of Purchase Orders, distribution, inspection and control of PPE. First Aid and tooling and equipment (General, Lifting (electrical & hydraulic).
- Promoting the importance of Health & Safety within the Workplace and escalate any H&S issues to managers or the Operations Manager.
- Administration support during peak/high volume periods there will be a need to support other parts of the business to meet operation/business objectives.
- Communication with all levels of personnel across the business.

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## **Additional Tasks – Training will be provided:**

- To assist set up & operation of CNC Doming Machines including issuing of Production Reports
- Responsible for carrying out any other related duties & tasks that may from time to time arise.
- Train to set up & operate Guillotines.
- Train to set up & operate Flat Bed & Vertical Plotters.
- Train to set up & operate Laminators.
- Train to set up & operate Clam Shell Patens.
- Train to set up & operate Roller Cutter.

## **Requirements:**

- Accuracy, diligent with good written & verbal communication skills.
- Highly organised with a strong eye for detail.
- Able to work either as part of a team or on own initiative
- Strong communication skills at all levels.
- Strong Team Player with a “Can do” attitude.
- Proficient Computer Skills (all aspects of Microsoft Office) and other computer based databases.
- Be prepared to undertake any Internal & External Training as and when required.
- To be flexible as possible with working hours at times of heavy workload.
- To undertake any other duties, from time to time, as can be reasonably requested by the company.

## **Desirable Skills:**

- GSCE in English & Mathematics.
- Computing Qualification is desirable.

## **General Information:**

- In addition to the duties and responsibilities listed, other duties may be assigned by the Operations and/or Line Manager.
- This document is a guide to the role. It may be changed from time to time to meet changing circumstances. It does not form part of any Contract of Employment.

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## Core Competencies of the Role

Achieving Success				
Concern for Standards	Data Management	Innovative	Efficiency Orientation	Results Orientation
2	2	2	3	3

Analysis & Judgement				
Analytical Thinking	Conceptual Thinking	Critical Information Seeking	Decision Making	Risk Management
2	3	3	2	1

Managing Others			
Developing Others	Performance Management	Training Others	Compliance
1	1	1	2

Organisational Awareness				
Business Knowledge	Commercial Awareness	Strategic Thinking	Financial Awareness	Process Knowledge
3	3	3	1	2

Self-Management							
Adaptability and Flexibility	Continued Professional Development	Initiative	Methodical and Thorough	Planning and Organisation	Positive Self Image	Self Control	Tenacity
3	2	3	2	3	3	3	3

Working with Others				
Collaborative Working	Effective Communication	Influencing Others	Interpersonal Awareness	Team Work
3	3	3	3	3

- Key**
- 0** Requires training in this area.
  - 1**
    - Aware of quality standards related to position.
    - Ensures own work meets quality standards.
    - Ensures accuracy and consistency in all work completed.
    - Adheres to processes and procedures to ensure standards are maintained.
  - 2**
    - Aware of quality standards beyond own position.
    - Ensures contribution from others to own work meets quality standards.
    - Sets high personal standards.
    - Understands desired end result and questions activities which may compromise standards.
  - 3**
    - Mind-set focused on excellence/best practice.
    - Defines new or improves existing quality standards.
    - Identifies consequences of not achieving standards.
    - Takes action to avoid standards being compromised.

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## Interfaces

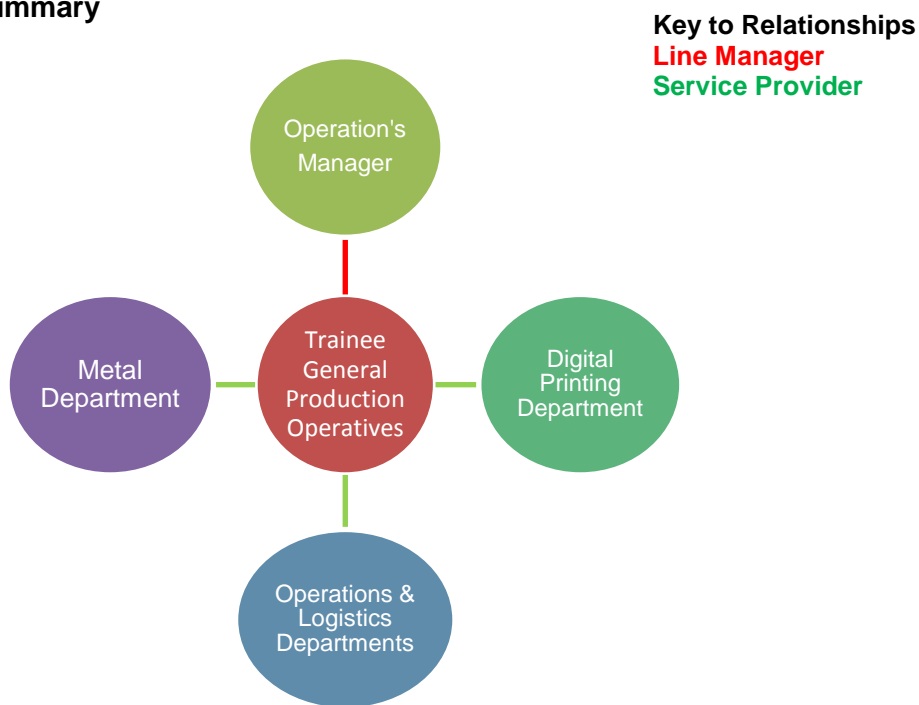
### Management Interfaces

- Operation's Manager: A daily Line Manager interface regarding Production Operation & requirements. This communication happens on a daily basis and is monitored through the appraisal system.

### Service Provider Interfaces

- Digital Printing Team Leader: This is a frequent interface involving daily communication concerning Digital Printing requirements set by the demands of the business.
- Operations & Logistics Department: This is a frequent interface involving daily communication on an informal basis concerning cover for holidays/sickness as and when required.
- Metal Department: This is a frequent interface involving daily communication on an informal basis concerning cover for holidays/sickness as and when required.

## Interface Summary



## How To Apply

To be considered for this job vacancy, please submit your CV and covering letter to Sharon Owen Assoc. CIPD, Human Resources Manager via email [sharonowen@raventa.com](mailto:sharonowen@raventa.com) who will review your details. Closing Date for Applications: Friday 15<sup>th</sup> December 2017.