



<b>POST TITLE</b>	<b>Production Operative</b>
<b>DIVISION / SECTION</b>	<b>Customer</b>
<b>DEPARTMENT</b>	<b>Resources</b>
<b>RESPONSIBLE TO</b>	<b>Business Support Officer</b>
<b>NUMBER OF POST HOLDERS</b>	<b>14</b>
<b>ACTING UP/ SECONDMENT</b>	

**PURPOSE OF JOB**

To organise the efficient and cost effective production processes. Assisting with the operational planning and delivery of all completed work. Ensuring the processing of all work meets the pre-agreed client specification for quality and delivery deadlines. Responsible for ensuring all cost centre codes are accurate and properly charged and is responsible for running and producing month end accounting spreadsheet ready for invoicing.

**THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

- Provide a comprehensive mailing service, sorting mail appropriately, franking, where required and preparing for mail delivery.
- Operate and maintain a range of printing, publishing and scanning equipment.
- Ensure the quality of all products and that all products produced are accurate and meet the customer's expectations and deadlines.
- Use a range of ICT systems on a daily basis, including specialist systems for document management, and workflow. A good knowledge of Microsoft applications is required.
- Scanning and Indexing documents – this task is pivotal to the smooth operation of the scan team.
- Stock control and stock management – ensure the department has adequate stocks to complete their products. All stock must be neatly stored and no stock must be kept on the ground.
- Deliver goods for the department to schools, libraries and other customers as and when required.
- Fill out and update all necessary paperwork for the department vehicles – driver check sheets, van check sheets.
- Assist management in all aspects of Health and Safety.
- Have a satisfactory Scottish Criminals Records check for the purposes of this post.

**THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, RELATIONSHIP MANAGEMENT, DECISION MAKING)**

- Have the ability, experience and knowledge to work with minimal supervision to ensure deadlines are met.
- Will be required to solve problems that cause jobs to fail, helping to achieve a streamlined, efficient workflow.
- Must be able to work to deadlines set by the line management, prioritise competing demands for work within the Unit. In addition, the post holder is responsible for quality control of their own work.
- Will understand works instructions and can interpret what is required from the instructions provided.
- Will assist their line manager in ensuring the correct processes are followed and that the work is of the best possible quality.
- Require a knowledge in production control / management.

- Qualified to SNC level or have relevant Experience

#### **ENVIRONMENT**

- Must be able to adapt flexibly to new demands and work within resources given and budget. They should work using their own initiative and ensure deadlines are met at all times to a quality standard.
- The post holder will have physical demands on a daily basis including lifting heavy paper, card and boxes (30%), standing for prolonged periods (90%), working in tight fitting positions and prolonged use of computer equipment.
- The post holder will work with noise (100%) and hazardous chemicals (30%) on a daily basis.
- The post holder will work within budget constraints and daily demands to meet deadlines

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- The post holder will have no responsibility for the management of staff.

#### **RESOURCES**

- Will operate and maintain a range of production machinery, IT equipment and vehicles.

#### **HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.