



Est. 1689

Date:	February 2022
Post holder	
Role Title	Production Operative - Framing
Reporting to	Framing Supervisor
Role purpose	To work as part of the Production team producing frames and packing client orders in a professional and efficient way, carrying out all required tasks – key ones outlined below, but tasks may vary based on changing requirements of the business

Core Responsibilities	
Health & Safety	Responsibility for yourself and others in line with the Company Health and Safety Policy To use any company equipment in a safe manner
Training	To undertake any training as required

Key accountabilities or main areas of responsibility	
Production	<ul style="list-style-type: none"> • Setting up packing desk's with the correct inlays, frames, perspex & backing boards • Checking quality and quantity of photographs are correct • Checking the order details are correct • Assembling frames checking against order details • Forward to Packing and post • Frame making as required • Assisting with Lab packing when required • Maintain framing equipment in line with manufacturers recommendations
Computer	<ul style="list-style-type: none"> • Use business software as required
General	<ul style="list-style-type: none"> • Manual handling of stock and other materials • Manual lifting of trays of work onto yorks • Assisting with stock take • Keeping work and kitchen areas clean and tidy
Training Others	<ul style="list-style-type: none"> • Assisting with training temporary staff as required

Role Dimensions	
Financial (money-related)	Non-financial



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<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Quality control • Internal customer service
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Contacts	
External	Internal
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Senior Production Operative & Photography Production Manager • Permanent & Temporary Production Staff • Other departments as required for the smooth operation of the business

Role Related Expertise at selection – Qualifications, skills, knowledge and competencies
<ul style="list-style-type: none"> • The equivalent of at least 1 years' experience within the Production function and able to demonstrate all required aspects of the Packer's role without supervision
<ul style="list-style-type: none"> • Attention to detail & checking of instructions, completing high quality work within expected time scales
<ul style="list-style-type: none"> • Basic Computer skills & ability to learn new skills & approaches quickly
<ul style="list-style-type: none"> • Manual Handling Training / knowledge
<ul style="list-style-type: none"> • Demonstrates consistent approach to teamwork & mutual respect of colleagues & customers – communicating with others at all levels in a professional & helpful way
<ul style="list-style-type: none"> • Shows common sense, focus & commitment – always going about his/her duties with a professional approach
<ul style="list-style-type: none"> • Is willing & enthusiastic about trying new methods of working, taking on board feedback & listening to ideas/others' views to ensure business practices are as efficient and effective as possible

I acknowledge receipt of this role profile

Signed Date