

TITLE: **Role Profile**  
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<b>Date:</b>	September 2021
<b>Post holder</b>	
<b>Role Title</b>	<b>Production Operative - Laboratory</b>
<b>Reporting to</b>	Production Supervisor
<b>Role purpose</b>	To work as part of the Production team packing & preparing for the distribution of customer 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

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

<b>Key accountabilities or main areas of responsibility</b>	
<b>Production</b>	<ul style="list-style-type: none"> <li>• Setting up packing desk's with the correctly embossed mounts</li> <li>• Checking quality and quantity of photographs are correct</li> <li>• Checking the address details are correct</li> <li>• Packing photographs into mounts and transit packaging</li> <li>• Returning unused mounts to the A-Z shelves</li> <li>• Assisting with frame packing when required</li> </ul>
<b>Computer</b>	<ul style="list-style-type: none"> <li>• Update appropriate Software</li> <li>• Copy Image Files to USB/CD</li> <li>• Use ERM software for order fulfilment and tracking</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Manual handling of stock and other materials</li> <li>• Manual lifting of trays of work onto yorks</li> <li>• Assisting with stock take</li> <li>• Assisting making up flat-pack boxes and corners when required</li> <li>• Keeping work and kitchen areas clean and tidy</li> </ul>
<b>Training Others</b>	<ul style="list-style-type: none"> <li>• Assisting with training temporary staff as required</li> </ul>

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<b>Role Dimensions</b>	
Financial (money-related)	Non-financial
<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• Quality control</li><li>• Internal customer service</li></ul>

<b>Contacts</b>	
External	Internal
<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• Senior Production Operative &amp; Photography Production Manager</li><li>• Permanent &amp; Temporary Production Staff</li><li>• Other departments as required for the smooth operation of the business</li></ul>

<b>Role Related Expertise at selection – Qualifications, skills, knowledge and competencies</b>
<ul style="list-style-type: none"><li>• 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</li></ul>
<ul style="list-style-type: none"><li>• Attention to detail &amp; checking of instructions, completing high quality work within expected time scales</li></ul>
<ul style="list-style-type: none"><li>• Basic Computer skills &amp; ability to learn new skills &amp; approaches quickly</li></ul>
<ul style="list-style-type: none"><li>• Manual Handling Training / knowledge</li></ul>
<ul style="list-style-type: none"><li>• Demonstrates consistent approach to teamwork &amp; mutual respect of colleagues &amp; customers – communicating with others at all levels in a professional &amp; helpful way</li></ul>
<ul style="list-style-type: none"><li>• Shows common sense, focus &amp; commitment – always going about his/her duties with a professional approach</li></ul>
<ul style="list-style-type: none"><li>• Is willing &amp; enthusiastic about trying new methods of working, taking on board feedback &amp; listening to ideas/others' views to ensure business practices are as efficient and effective as possible</li></ul>

I acknowledge receipt of this role profile

Signed ..... Date .....