

| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |
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| <b>Job Title:</b> Multi Skilled Operative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Department:</b> Factory |
| <b>Reports to:</b> Team Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |
| <b>Location:</b> Nubuild factory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| <b>Job Description prepared by:</b> Production Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <b>Approved by:</b> Director of Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| Main purpose of job role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |
| <p>To follow a defined sequence of operations to produce a finished housing module, meeting the required quality standard through following standard operating procedures (SOP) .</p> <p>A strong emphasis will be placed on Right First Time (RFT) and a solid team commitment to deliver modules on time and of excellent quality.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |
| Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |
| <ul style="list-style-type: none"> <li>• Working within a Production Zone(s) to complete assigned tasks.</li> <li>• Achieve the required output within specified time.</li> <li>• Right first-time quality; with a safety first approach.</li> <li>• Follow standard operating procedures (SOP).</li> <li>• Interpret technical and CAD drawings.</li> <li>• Utilise equipment/tools within relevant work zone.</li> <li>• Receive pre-picked components for assembly.</li> <li>• Notify Team Leader of any material shortage, quality issues or unclear instructions.</li> <li>• Complete all required documentation methodically and accurately.</li> <li>• Maintain housekeeping of work area to the required standard.</li> <li>• Follow all health &amp; safety requirements.</li> <li>• Comply with all PPE requirements.</li> <li>• Use computer to view standard operating procedures.</li> <li>• Support the implementation of lean working practices and play an active role in any continuous improvement activities.</li> </ul> |                            |



**nubuild**<sup>TM</sup>  
Building Intelligent Homes

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| <ul style="list-style-type: none"> <li>• Tasks are similar to a range of DIY activities including but not limited to: <ul style="list-style-type: none"> <li>○ Manual handling</li> <li>○ Use of hand and power tools</li> <li>○ Working at height</li> <li>○ Carpentry and assembly of large panels</li> <li>○ Fitting and finishing</li> </ul> </li> <li>• Taking instruction from team leader and operations management team</li> </ul>                                                                                                                                                                                                                                                               |
| <b>Key Qualifications/ Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>Previous experience is not essential as full training will be provided, however, experience of a factory/manufacturing environment is an advantage as are good DIY skills.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Required Attributes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Ready to prove you are reliable, hardworking and committed</li> <li>• Have the ability to accurately follow written procedures at all times</li> <li>• Have a strong attention to detail</li> <li>• Self-motivated, flexible with a can-do attitude</li> <li>• Can take on board and retain lots of information</li> <li>• Have the flexibility in both skill and attitude to work on all aspects of the production process, including assembling the modules and performing quality checks</li> <li>• Be an active Team player</li> <li>• Enjoy a factory production environment</li> <li>• Able to adapt to a busy pressurised factory environment</li> </ul> |
| <b>Other Accountabilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ol style="list-style-type: none"> <li>1. Acting at all times in accordance with Swan's published policies and procedures.</li> <li>2. Ensure that Swan's Single Equality Scheme Policies are complied with and promoted in carrying out duties of the post.</li> <li>3. Ensure that the requirements of the Data Protection Act are complied with in carrying out the duties of the post.</li> <li>4. Promote Swan in a positive manner.</li> <li>5. Ensure that duties are carried out in accordance with Health and Safety procedures.</li> <li>6. To undertake other tasks as reasonably required to meet the varying demands of Swan.</li> </ol>                                                    |

| <b>Person Specification</b> |                             |
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| <b>Job Title:</b>           | <b>Production operative</b> |
| <b>Department:</b>          | <b>Nubuild Factory</b>      |

|                                    | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                           | <b>DESIRABLE</b>                                                                                                                                                                                                                                |
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| <b>QUALIFICATIONS</b>              |                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                 |
| <b>EXPERIENCE</b>                  | <ul style="list-style-type: none"> <li>• Experience within a production /manufacturing environment</li> </ul>                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Reading of drawings</li> <li>• 1 Years' experience within a production/manufacturing environment</li> <li>• Experience in following written work instructions and engineering drawings</li> </ul>      |
| <b>KNOWLEDGE</b>                   | <ul style="list-style-type: none"> <li>• Good DIY experience including use of hand tools, or good production experience within a manufacturing environment.</li> </ul>                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Good working knowledge of product assembly activities and procedures</li> <li>• Manual handling</li> <li>• Safe use of all equipment</li> <li>• Understanding lean principles and practices</li> </ul> |
| <b>SKILLS/<br/>CHARACTERISTICS</b> | <ul style="list-style-type: none"> <li>• Can do Attitude</li> <li>• Team player</li> <li>• Ability to follow instructions</li> <li>• Attention to detail</li> <li>• Adaptable to change</li> <li>• Good communication skills</li> <li>• Willingness to Learn</li> <li>• Flexible approach to Learn other Skills</li> </ul> |                                                                                                                                                                                                                                                 |