

Workshop Manager - Job Description

Job Purpose	<ul style="list-style-type: none"> To manage safe construction of high quality scenery built in steel, wood and associated materials to time and target.
Measures of Success	<ul style="list-style-type: none"> Workshop cohesion with high staff morale Low workshop error rate High workshop build quality Incisive decision making and prioritisation Effective workflow scheduling Effective co-ordination with all departments High standard of site preparation Low accident rate
Position in Organisation	<ul style="list-style-type: none"> Reports to – Project Office Manager Line Managing – Head of Engineering / Head of Carpentry / Paint Dept / Van Driver
Key Accountabilities	<p>Duties including but not limited to:</p> <ul style="list-style-type: none"> Workshop <ul style="list-style-type: none"> Lead the workshop and project build teams to accurately build scenery to complex drawings. To effectively plan workshop schedule in coordination with Project Office and HODs and ensure quality work. Track build times to assess efficacy of quotes. Workshop logistics - van movements, goods in, load outs / ins and major operations in co-ordination with Project Office. Check drawings as issued to identify and improve any shortfalls in drawings in co-ordination with the Project Office and workshop staff. Identify any on-site build risks at the workshop stage and suggest methods / improvements in co-ordination with the Project Office. Identify material / stock requirements. Able to plan simple rigging operations. Proper use of SF App and other programmes for efficient coordination with departments, stock management, workshop management etc Health and Safety and Sustainability <ul style="list-style-type: none"> Proactive approach to H&S and workshop sustainability – suggesting improvements, knowledge of and understanding of H&S / COSHH / sustainability in the workplace. Keep up to date with changing legislation as reasonably practicable. Ensure H & S compliance in the workshop and actively identify and report risky operations Completion of workshop risk assessments.. Ensure routine maintenance and safe use of machinery and reporting of faulty machinery. Keep accurate maintenance and service records. Check and record safety documentation of all materials and machinery. HR <ul style="list-style-type: none"> Manage day to day departmental requirements To handle HR issues capably and sensitively Coordination with recruitment, training, staff performance