

BERKELEY MODULAR JOB DESCRIPTION



Job title:	Assembly Team Member	Location:	Northfleet
Department:	Production	Reporting to (role):	Team Leader

Company overview:	<p>This is an opportunity to join an exciting new business within the Berkeley Group at an early stage of the project. From our purpose-built, technologically advanced manufacturing facility in Northfleet, Kent, our highly skilled workforce will produce a range of modular housing products designed and engineered to help create high performing, high quality and comfortable homes for people to enjoy living in.</p>
Purpose of the role:	<p>The purpose of the role is carry out safe, effective and efficient manufacturing led assembly of our homes within the factory, ensuring you are operating at the highest possible safety, quality and productivity standards. The initial phase will cover an in-depth induction period, while developing knowledge and deep understanding of our product and process technologies. This learning will then then be utilised to support and maintain the production capability. This will Include diligent following of Work instructions and Operating Procedures. Once the factory is established, the focus will switch to ensure on a day-to-day basis the complete system is able to deliver to the required output levels, which will mean the facility and associated manufacturing practices and technologies are measured and constantly improved to ensure the product exceeds expectations. As such, our Multi Skilled Team Members will be responsible for delivering our product against exacting standards, effectiveness will measured against the below:</p> <p><u>Safety</u> Manufactured the assembly fit out of homes whilst interdependently adhered to Standard Operating Procedures, Risk Assessments and other procedures, wear the correct PPE for the task, report all hazards swiftly & appropriately and maintained housekeeping to a high standard whilst striving for zero LTA.</p> <p><u>People and Values</u> Work well as part of a dynamic team whilst upholding and demonstrating the BML Values whilst building working relationships with the wider team.</p> <p><u>Planning and Organisation</u> Attended all daily report out meetings and input into the daily plan, organised all tasks effectively and fill out all documentation accurately. Report all slippages to tasks and the plan to my Team Leader immediately.</p> <p><u>Execution and Delivery</u> Execute daily tasks in accordance with the work instructions and procedures, all work will be defect free and to the highest level of quality possible Ensure material waste is kept to a minimum and report any material usage irregularities. Work as part of a multi-skilled assembly team undertaking whatever tasks are necessary to ensure the success of the team.</p> <p><u>Berkeley Production System</u> Contribute to and instigate continuous improvement projects, initiatives and objectives in line with KPI's to ensure the Berkeley Production System delivers on time to standard</p>

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Duties and responsibilities	Internal customers	Measure of success / KPIs
<p>Duties Prior to Shift Start</p> <ul style="list-style-type: none"> Identify work station and be at your allotted station prior to shift start Perform equipment start up procedures Assure production readiness prior to shift start Verify material supply levels in your area Ensure hand tools and equipment are ready for use Report any problems or abnormalities to Team Leader <p>Duties During Shift Hours</p> <ul style="list-style-type: none"> Follow standardised work including <ul style="list-style-type: none"> Standard Operating Procedures Risk Assessments Autonomous Maintenance Procedures Collect data as requested to assist quality & CI activity Complete all cycles fully prior to break Mandatory attendance at communication meeting at the end of break Very position for job rotation if required Complete TPM work activity as per standard work details Actively participate in continuous improvement activities with support & direction from Team Leader as needed Prepare for end of shift handover Complete daily 5s activity in work area Complete end of shift performance tracking charts Validate end of shift material supply levels are to standard in your area. 	<p>Production teams</p> <p>Production teams</p> <p>Production teams</p> <p>Team Leaders</p> <p>Production Teams</p> <p>Business wide</p> <p>Production Teams</p> <p>Team Comms</p> <p>Production Teams</p> <p>Production Teams</p> <p>Business wide</p> <p>Follow on shift</p> <p>Follow on shift</p> <p>Follow on shift</p>	<p>Productivity KPI</p> <p>Machine availability KPI</p> <p>Productivity KPI</p> <p>Productivity KPI</p> <p>Quality / Productivity / H&S KPI's</p> <p>Continuous Improvement KPI's</p> <p>Machine utilisation KPI</p> <p>Updated Workforce</p> <p>Cross trained workforce KPI</p> <p>Machine availability KPI</p> <p>Continuous Improvement KPI's</p> <p>Productivity KPI</p> <p>Productivity / Quality / H&S KPI's</p> <p>Visual management</p> <p>Productivity KPI</p>

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Technical competencies	<ul style="list-style-type: none"> • Quality focussed with an eye for detail • Ability to read drawings
Behavioural competencies	<ul style="list-style-type: none"> • Self-aware • Strong team ethic • Ambition to achieve • Integrity • Passion • Respect • Excellence
Skills & Qualifications	<ul style="list-style-type: none"> • Basic level manufacturing experience preferable but not essential • Strong attention to detail and willing to listen, discuss and 'bottom out' issues • Ability to work under pressure to tight time scales • Willingness and ability to learn • Ability to communicate effectively • Flexible approach to Business needs • Proficient level of English

Confirmation:			
I confirm that I have reviewed this job description and I understand my job duties and responsibilities as well as the behavioural competencies required for this role.			
Signature:		Date:	

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All our employees need to play their part in helping Berkeley Modular achieves it Customer Centred Quality Objectives:

Objectives	Behavioural competencies	Technical competencies
<p>Culture & Behaviour – “How we work” <i>To create a positive working environment where people enjoy what they do, have pride in the business, are prepared to take ownership and work as a team, but where people can be self-reflective so they readily embrace change, execute with energy and have a compulsion for closure.</i></p>	<ul style="list-style-type: none"> • Energetic • Takes pride in work • Strong team and work ethic • Dedicated to getting it right • Strives to be the best 	<ul style="list-style-type: none"> • Establishes clear plans and ensures availability of the necessary resource to deliver objectives • Pro-active in identifying and resolving health, safety and wellbeing risks
<p>Leadership – “Who we are” <i>To develop a team obsessed with our vision, and to nurture both collective and individual talent, affording people the time to think and the freedom to perform, so we constantly develop the learning capability and capacity of the business.</i></p>	<ul style="list-style-type: none"> • Coaches in the moment • Inspires & influences 	<ul style="list-style-type: none"> • Pursues quality and continuous improvement through working methods
<p>Customer – “Who we serve” <i>To create a profound understanding of the differing needs of internal and external customers, to embrace a “quality first” mentality, and to facilitate the fostering of strong relations in order to comprehend needs and learn from engagement so we can help shape improved future outcomes mutually.</i></p>	<ul style="list-style-type: none"> • Recognises their next process is their customer • Works collectively and collaboratively to deliver 	<ul style="list-style-type: none"> • Presents and shares information in a clear, concise and unambiguous manner
<p>System – “How we enable / learn” <i>To facilitate a resilient enterprise that is able to continuously review operating structures, tools and technologies to ensure people are properly engaged, aligned, empowered and accountable, and are armed with the means to perform so that our business can continually improve.</i></p>	<ul style="list-style-type: none"> • High performing, efficient and works in a structured way 	<ul style="list-style-type: none"> • Knows how to leverage our technology platform as a digital enabler • Understands how we can utilise our agile manufacturing capability to positively impact conversion velocity and eliminate waste
<p>Process & Standards – “How we deliver” <i>To develop and embed core activity that provides clear line of sight to customers, reflects a highly productive and systematic way of working, and uses meaningful key performance indicators to evidence effect as opposed to effort.</i></p>	<ul style="list-style-type: none"> • Always challenge "Why" • Structured, effective problem solving 	<ul style="list-style-type: none"> • Disciplined in applying rigorous, comprehensive methodology