



Role Profile

General Operative- Chargehand

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|---------------|----------------------------|--------|-----|
| Reference No: | FF948 | | |
| Service: | Business and Employability | | |
| Job Family: | Employment Support | Grade: | FC3 |

Purpose

Assist Matrix supervisor to schedule, organise and monitor work areas throughout Matrix. To undertake/ and or assist with general production tasks throughout manufacturing areas of Matrix.

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken: | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
|--|---|----------|----------|
| Assist in the scheduling, organising and monitoring of work for manufacturing areas and Matrix services. | Ability to follow procedure and understand work instruction. Have a motivational attitude and an ability to remain reasonable with others in a busy work environment. Ability to provide regular and effective service. | ✓ | |
| Monitor rotas for housekeeping duties. Assist with general H&S checks, ensuring routines for cleaning of equipment and tools is undertaken, and PPE is suitable for use. Help to control efficiencies and minimise waste | Good organisational skills, understanding of H&S practice in workplace | | ✓ |
| Use a range of hand /power tools and light plant machinery | Practical DIY skills, experience of working with machinery. Tool / machinery H&S awareness | | ✓ |
| Assist with quality control checks | Methodical, have an eye for detail, understand customer focus | | ✓ |

E = Essential Criteria D = Desirable Criteria

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|---|---|----------|----------|
| Assist with loading/ unloading of storage containers and vehicles. | Manual handling training awareness | | ✓ |
| Undertake training and refreshers in line with chargehand duties. | Experience or understanding of working with people with disabilities and or health issues. | | ✓ |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | |
|--|---|----------|----------|
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| Job Title (Specialists Tasks) | | | |
| Carry out work at different locations (on-site) when required | Ability to adapt to surrounding environment | | ✓ |
| Ensure Senior staff/ Senior Supervisor are informed of any issues when line supervisor is absent. | Ability to follow procedure/ understand work instruction. Be trustworthy and diligent. | ✓ | |

| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required |
|--|
| Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement. |

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How we work matters**
- **Matrix Fife is a supported business and employs people that are disadvantaged, have a disability and/or health issues.**

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

- Take ownership
- Focus on customers
- Work together
- Embrace technology and information
- Deliver results

Please refer to How We Work Matters Guidance to learn more.

Version: 1.4

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