



**NORFOLK INDUSTRIES
FOR DISABLED PEOPLE**

Part of *Independence Matters*

Production Supervisor Vacancy

Norfolk Industries is looking for a highly motivated, organised, flexible, multi-tasking, pro-active, patient and practical individual to join its small team based in Norwich.

Pay Grade: £11.00 per hour (£21,166 per annum)

Contract type: Permanent full time, 37 hours per week.

The post holder must also be prepared to come in earlier when required to set up production lines before the rest of the staff team and volunteers are on site. Additional hours would be paid at time and fifth. Weekend working could be required in unusual circumstances if production requires it.

Norfolk Industries is a great place to work, we are so proud of our culture and we are a place that people love to come to work every day. We are looking for a special person to join our team who is passionate, authentic and inspiring.

As a Production Supervisor we will ask you to manage a production factory environment, plan production each day and/or week, allocate the staff team and any volunteers to various roles whilst being directly involved in the manufacture of small animal bedding products.

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NOT **DISABILITY**





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This is a role which requires a wide range of skills. Great people skills are a necessity, as providing appropriate support and supervision to team members and volunteers who have a variety of disabilities is a real challenge.

As well as this, operating and maintaining a range of machines, setting production schedules for the factory, ensuring the safe working practices of team members and volunteers, providing induction, repeat instructions and guidance as required as well as striving to achieve a high level of personal productive output (physically producing product).

Other tasks include controlling stock levels of raw materials to ensure on-going production, stock control of finished goods, picking orders, forklift driving and dealing with machinery breakdowns.

We require someone with great interpersonal skills at all levels, someone who encourages and remains positive, and who is also self-aware – always seeking to learn and grow.

Ideally the post holder will already have:

- a reach forklift driving test (both practical and theory)
- a First Aid at Work training course
- experience in supervising a team and working to deadlines within a production environment

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And be able to:

- be competent to work on a Bandsaw after both internal and external training
- be able to lift and produce baled materials of up to 15kgs
- learn how to maintain various machines

Please note that although this is a production environment and we are looking for someone who has this skill set, the other element of the role, i.e. providing a supportive work experiences to people with disabilities and/or long term unemployed is also as important.

We are a profit for purpose business, in that any surpluses made are re-invested into the parent group which is Independence Matters CIC.

We recruit on values and train on skills, we use a values-based Covid safe recruitment process.

Experience is not as important as a willingness to learn and to see things from the point of view of the people we support within a work environment.

The recruitment procedure will involve a 3-stage process:

1. A pack will be sent to your home containing a H&S scenario complete with a form to complete and you will dial into a Zoom

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appointment to discuss this. We will also play you a recording of a conversation for you to comment on and discuss at this session.

2. A second Zoom session will take place to discuss a production issue, and to meet the team with questions from our staff.
3. A formal interview will take place either at a designated outside space or if the weather is inclement on Zoom with a range of questions and the opportunity to discuss any concerns and ask any questions of your own.

The successful applicant must be willing to sign up to Norfolk Industries Behaviour and Values agreement.

This is a unique role which will provide a wide range of experiences, but also a role which is much more than just a job. Its purpose is to enhance the lives of the people it supports, both on the staff team and across the community of Norfolk.

To apply for the role or find out more, contact Sharon Tooke, General Manager, by email sharon.tooke@independencematters.org.uk or phone 01603 667957 or 07881 452019.

The closing date for applications is Monday 13th July 2020.

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