

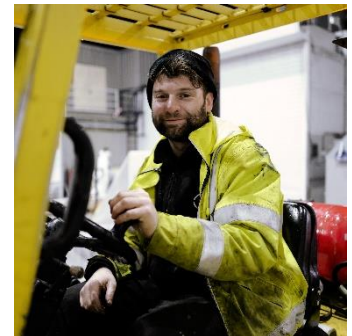


Load Planner and Dispatch Supervisor

Operations Department

Stage One is a multi-disciplined manufacturing facility spread over 12,000Sqm of estate. We have four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

The Operations Department functions to support the overall running of all the departments, this includes: wrapping and packing, loading and unloading of trucks, internal site to site transport, plant maintenance, waste management, estate management.



- Salary:** £10-£12 per hour, depending on experience, overtime at time and a half after 40 hours, double time on a Sunday
- Hours of work:** 7.30am-4.00pm with regular overtime, weekend work may be required
- Contract Type:** Permanent
- Based at:** Tockwith, near York



Job Description

Load Planner and Dispatch Supervisor Role:

The Load Planner and Dispatch Supervisor is responsible for Loading and Unloading and will support the Operations Manager by supervising the safe loading and unloading of trucks. They will provide support to all production departments to ensure projects are prepared and loaded correctly, meeting loading deadlines.

The successful candidate will be responsible for a team of Production Operatives (staff, agency, and freelancers) working within the Operations Department.

Key Responsibilities:

- Supervising load teams, ensuring all immediate reports are correctly briefed, fully tasked and aware of timescales available for allocated tasks. Approving immediate reports timesheets.
- Liaison with Production and Project Management, identifying loading plans for projects and securing loads.
- Responsible for the wrapping and packing of items, ensuring safe delivery of goods.
- Overseeing projects from start to finish, liaising with the Project Manager and Crew Chief.
- Ensuring internal systems are used for loading trucks of scenery and engineering items. Using the internal system to locate build items, checking size, weight, if fragile and requires either wrapping or securing, communicating with Projects Managers.
- Confirming all items/build have been loaded correctly, Constructor has been up-dated, any problems have been highlighted to the Operations Manager.
- Responsible for e-mailing the Project Manager confirming the load.
- Responsible for training members of the department, ensuring new members and agency staff are inducted properly and signed off on all relevant training.
- Supporting the Operations Manager with general administration.
- Overseeing the refurbishment and picking of staging.
- Responsible for problem solving and overcoming any problems that have occurred when loading trucks for site.
- Liaising with regard to agency requirements and with trucking companies as required.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.



Person Specification

ESSENTIAL / DESIRABLE	
Qualifications	
A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience	Essential
Knowledge	
Thorough knowledge of loading and unloading vehicles	Essential
Knowledge of H&S and correct use of PPE	Essential
Understanding of health and safety issues in relation to manual handling and COSHH	Essential
Skills, experience, abilities and competencies	
Previous loading/unloading/crewing experience	Essential
Previous Supervisory experience	Essential
Previous experience within a workshop environment	Essential
Experience of working to varying production deadlines & changing specifications	Essential
Ability to communicate effectively with a wide range of people	Essential
Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines	Essential
Ability to multi-task	Essential
Able to fill, sand and complete basic painting	Essential
FLT, Sideloader Licence	Essential
Good computer skills and ability to use an IPAD for loading on Internal System (Constructor)	Desirable
Knowledge of ISO9001 and ISO14001	Desirable
Personal attributes	
Positive attitude to work	Essential
Flexible to work away from home	Essential
Highly organised and able to work flexibly, under pressure and to tight deadlines	Essential
Drive, enthusiasm and commitment	Essential



Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year	Essential
Willingness to undertake relevant training as appropriate	Essential
Enthusiasm to support other areas of the department as required	Essential
Recognises the need for change and is forward looking. Promotes the benefits of change to others and regularly comes up with new ideas. Has the willingness to adopt new ways of working and to make improvements.	Essential