

**Job Title:** Supervisor/Builder - Sport  
**Reporting to:** Project Director, Sport  
**Location:** Based at our Norwich Office  
**Salary Range:** On Application

## Job Description

**Background:** The role of Supervisor/Builder - Sport is an exciting and demanding role which can be physically demanding and on occasion requires a flexible approach to work. Galvanising and driving the build element of any Sport project, currently in particular The Open and AIG Women's Open championships. This role requires a full and detailed knowledge of the necessary project requirements and the appropriate practical skills to ensure excellent build and preparation skills are practised to deliver projects from design to installation. The role will provide supervision of freelancers and Prep work colleagues supporting the R & A project build elements. This also includes ensuring the safe receipt of items back into store and maintaining an up to date inventory of all relevant assets.

**Job Purpose:** to support the Project Director, Sport managing daily workloads with the team, making sure that all aspects of any Sport project (currently this is primarily The Open and AIG Women's Open) are prepared, manufactured and delivered within the given timescales and budgets whilst ensuring safe transportation of kit to site and on return to storage. To role model the required high standards from preparation through to delivery in the workshop and onsite. Support the E&SD Head of Workshop, E&SD Workshop Manager and E&SD Manufacturing Manager ensuring collaborative working across teams. The role will work alongside the Senior Spatial Designer, Project Managers and wider Pb E&SD team members as required.

### Main Duties:

- To manage the storage, prep, and manufacturing of all R&A kit
- To manage daily workloads for the R&A allocated workshop team (both full time and freelance)
- To manage day-to-day operations and workflow, setting an example by actively participating in workshop/build tasks alongside staff.
- To liaise with the E&SD Head of Workshop, E&SD Workshop Manager and E&SD Manufacturing Manager on a regular basis ensuring the correct resource is in place
- To interpret and plan the preparation of items from technical drawings and floorplans using specialist knowledge
- To liaise with the Senior Spatial Designer and mutually agree and implement the most efficient and effective method of preparing kit
- To attend weekly meetings with the R&A delivery team
- To manage daily schedules ensuring that all key deadlines are met
- To undertake workshop duties as required and requested by the Project Director, Sport.
- To oversee quality control of all build elements
- To demonstrate excellence in the Drawing to Load Process by managing and supporting the team to achieve this
- Working closely with the E&SD Head of Workshop, E&SD Purchasing Coordinator, and suppliers to ensure kit is manufactured and prepped within budget
- To manage the loading and unloading of vehicles ensuring kit is protected and checked when dispatched and returned
- To manage the weekend rotas when asked by the Project Director, Sport ensuring the warehouse is always covered adequately and not breaching any Health and Safety regulations
- To liaise with the onsite build lead
- To build and de-rig kit on site when necessary to a high standard and to the client's specification
- To ensure all the team within the workshop and freelancers when onsite work safely and within Health & Safety regulations
- To familiarise yourself with the health and safety policy seeking further training and development if required

- To provide backup and support to the team in the workshop/warehouse as necessary for general day to day tasks
- To support and oversee the development of trainee staff
- To support the team by sharing and observing best practice through discussion, training, and practical demonstration especially at busy times
- To lead by example and manage the team with regards to housekeeping
- To be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally
- To liaise with suppliers and work with the wider Sports Team to ensure orders are fulfilled and arrive in good time
- To enforce health, safety and security protocols within the warehouse environment including the loading and unloading of trucks

All Production bureau Limited employees are responsible for:

- Working to the policies of Production bureau Limited.
- Promotion of equal opportunities and respecting diversity within all aspects of their work.
- Complying with all Health and Safety regulations and promoting a safe working environment.
- Carrying out additional duties which may be allocated from time to time by the Board of Directors.

## Requirements

Essential Criteria = (E) Desirable Criteria = (D)

### **Qualifications/Skills:**

People management skills (E)

Excellent communication skills (E)

Good problem solving skills (E)

Good warehouse management skills (E)

Carpentry skills or appropriate qualification e.g., City and Guilds etc. (D)

Attention to detail with good finishing skills i.e., Painting etc (E)

Attention to detail for inventory management, order accuracy, and safety compliance (E)

Good organisational and time management skills (E)

First Aid at Work Certificate (D)

Accredited PASMA, IPAF, NPORS Telescopic Handler Certificate from industry recognised body (D)

Forklift Handler Licence (D)

Knowledge of Microsoft Office Programmes such as MS Teams, Outlook, Excel, Word (E)

### **Experience:**

Practical experience and knowledge of construction specifically temporary structures (E)

Previous or similar experience in a workshop/warehouse environment (E)

Experience of interpreting technical drawings (E)

Experience of allocating work schedules and supervision of team members when required (E)

Experience of working in a pressured environment and to deadlines (E)

An awareness and experience of Health & Safety practices within the workshop and on-site (E)

Experience of team supervision to meet deliverables (E)

### **Attributes:**

A positive approach to work with an ability to react to change as it happens (E)

A self-motivated, enthusiastic individual with a good sense of humour (E)

A flexible approach to work with some weekend and evening work required (E)

A team player who can share ideas and best practice (E)

Ability to undertake frequent heavy lifting with loading and unloading of vehicles for events and re-construction of sets on-site before and after event (E)

A genuine interest in Events & Exhibitions (D)

Driving Licence (E)