



Job Description

Title:	Deputy Workshop Manager
Responsible to:	Workshop Manager
Location:	Bath
Hours:	37.5 hours per week
Salary:	£30,212

Introduction

Designability is an independent research, design and development charity working to improve the quality of life of people with disabilities and long-term health conditions. Our team of engineers, designers, therapists and technicians work in partnership with healthcare professionals, people with disabilities and end-users to develop innovative solutions to meet their needs. Our work is supported by a mix of charitable donations, commercial income and research grants, all with the goal of enabling people with disabilities to live with greater independence.

Purpose of the job

The post holder will assist the Workshop Manager in all activity undertaken within the workshop area. This will include the production of products, prototyping for research and development, and health and safety.

The post holder will be mainly be based at the Designability Workshop located at Wells Road in Bath, but may be required to work at the Royal United Hospital site on occasion. They will work closely with the Workshop Manager, learning all aspects of managing the department and will be expected to step up as acting Workshop Manager when required. They will take responsibility for stock control and re-ordering, ensuring that adequate stock levels are maintained, liaising with suppliers and customers to ensure that orders are fulfilled to contract terms, that goods in and out maintain the required quality, and liaising with finance colleagues to ensure funds are available before ordering.

The post holder will supervise other members of the workshop team and have responsibility for the day to day activity and output of the workshop. They will work closely with the Workshop Manager (who will retain direct line management responsibility) to maintain a highly motivated team.

This is a hands-on role and the Deputy Workshop Manager will be expected to carry out assembly and construction work and packing to meet production schedules.

Responsibilities; to assist the Workshop Manager with:

1. Management of workshop schedules and production activity in line with agreed priorities.
2. Recruitment and line management of mechanical or electronic workshop technical staff.
3. Management of all activity within the workshop, including the oversight of engineering and design staff, volunteers and trainees whilst carrying out activities.
4. Health and safety within the workshop area.

5. Training of volunteers or new staff members in workshop practise.
6. Liaise with the Engineering and Design Programme Manager to prioritise technical staff work schedule and allocation of workshop time.
7. Maintenance and selection of appropriate equipment and tools.
8. Work with the Occupational Therapy team to carry out assessments and fitting of products or devices, including Wizzybug clinical appointments.
9. Work with the engineering team to ensure that our products continue to comply with appropriate regulations.
10. Operation of machine equipment for purposes of fabrication, manufacture. Assembly of tools, products, prototypes as required.
11. Assisting the engineering and design team on the production of products or prototypes
12. Stock control and ordering of relevant materials or components.
13. Maintenance of appropriate systems and processes that support the Designability quality management system.
14. Continuously seeking to improve operations and manufacturing efficiency.
15. Undertaking other workshop duties as requested.

The post holder will be expected to be able to prioritise work and complete tasks without direct supervision. The post holder should adhere to Designability and Royal United Hospital NHS Trust / University of Bath policies and procedures. All Designability staff are required to undergo DBS checks.

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>5 GCSEs including Maths & English</p> <p>Relevant further/higher education in an engineering discipline</p> <p>Skilled machinist training</p>	<p>Health & safety</p> <p>First Aid</p>
Experience & Knowledge	<p>Experience of working in a production environment in a small to medium sized business</p> <p>Experience of stock control, stock management and related work practices and IT systems.</p> <p>Hands on experience in range of mechanical engineering processes and machinery.</p>	<p>Use of CAD/CAM software</p> <p>Experience of working to ISO9001:2015</p> <p>Experience of multidisciplinary team working</p> <p>People development and, training needs identification.</p> <p>Experience of people leadership in supervisory capacity</p>

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Criteria	Essential	Desirable
Skills	<p>Engineering fabrication skills from engineering drawings or sketches. Working to fine tolerances.</p> <p>Ability to show initiative in problem solving</p> <p>Good written and oral communication</p> <p>Effective time management and scheduling</p> <p>Effective communication with a range of clients</p>	<p>Wiring and electronic assembly skills</p> <p>Knowledge of commercial regulatory and procurement processes</p> <p>Teaching skills</p>
Attributes	<p>Self-motivated</p> <p>Hands-on manufacturing and making</p> <p>Good team worker with ability to motivate others and lead, as required</p>	<p>Willing to get involved in all aspects of a project when necessary</p> <p>Sensitive when dealing with vulnerable clients</p>

Organisational Structure

