



Job Title (Vidrala Group)	Rework / Resort Operator
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Organizational Unit	Operations
Business Unit	Encirc
Reporting to (Hierarchical)	Finish Product Manager
Reporting to (Functional)	Finish Product Manager

Main Purpose of Role

To ensure that all pallets are resorted as per Company's procedures and policies, filling in all required documentation correctly and reporting any issues to the Finish Product Manager.

Key Accountabilities

- Comply with Encirc health & safety and hygiene policies, operational procedures and regulations, including wearing the relevant PPE and being correctly attired at all times.
- Document and record accurately all data related to rework activities and products
- Ensure all relevant instructions (e.g. rework requests, packing specifications, etc.) and correct procedures are being followed at all times when operating machinery
- Audit both live production and previous manufacturing products
- Inform the Finish Product Manager of any major defects found during rework and make a record on the rework documentation
- Be familiar with rework requests and rework record sheets, ensuring these are to be filled in correctly and neatly
- Communicate and maintain relationships with relevant stakeholders
- Ensure machines are running at correct speeds to be agreed with other teams within the production line

Health and Safety:

- Shall use any machinery, equipment, dangerous substances, transport equipment, means of production, or safety device provided by the employer in accordance with all training given, together with the relevant Safe Operating Procedures.
- Ensure all equipment is in good condition and safe to use prior to use, and immediately report unsafe issues to an appropriate line manager.
- All PPE should be used in accordance with the employer's instructions, and relevant risk assessment.
- Report all accidents / incidents / damages to machinery, property, and plant immediately, whether persons are injured or not.
- Maintain a good standard of housekeeping within their workplace.
- Help conduct workplace inspections, risk assessments, and to look for and recommend improvements.

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".



Knowledge, Skills and Experience

Business Knowledge

- Previous experience working an operator within in a production line
- Previous experience working within an industrial or manufacturing environment
- Knowledge of glass manufacturing processes & procedures

Essential Functional / Technical Skills

- Ability to communicate & maintain good working relationships with colleagues at all levels
- Ability to record accurate data
- Attention to detail
- Ability to work as part of a team & also on their own with minimum daily supervision
- High quality standards

Personal Attributes / Competencies

- Commitment to Customers
- People Commitment & Development
- Sustainability
- Collaboration
- High Performance
- Innovation & Continuous Improvement

Impact

Individual Contribution / KPIs

- No managerial responsibility

Key Financial Measures (e.g. specific size of capital / revenue budget, staff costs, sales budget, etc.)

- No budget responsibility

Key Contacts







- Lab & Palletiser departments
- Other departments within the glass plant

Decision Making

(Outline the most important recommendations expected to be made for others to decide on)

- Order about what pallets need to be resorted is given. Role is governed by Finish Product Manager decisions
- The role must follow protocols, standard operation procedures & instructions and must know when to escalate defects or performance issues to the Finish Product Manager



Value	Leads Self
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I am open and honest, I strive to exceed expectations while remaining realistic. ➤ My stakeholders can trust me to be honest and supportive. ➤ I seek and act on feedback.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ Through reflection I am clear about my own development needs, I seek feedback and support. ➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. ➤ I respectfully call out any unsafe or disrespectful behaviours, every time.
Sustainability 	<ul style="list-style-type: none"> ➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one. ➤ I engage with new initiatives, and I champion our sustainability goals. ➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.
High performance 	<ul style="list-style-type: none"> ➤ I understand my part in our company purpose, mission and values. ➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets. ➤ I approach challenges positively; I respond to changing priorities and maintain high standards.
Collaboration 	<ul style="list-style-type: none"> ➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust. ➤ I use my strengths to support others, I ask for help and welcome input. ➤ I am accountable to my team for delivering against agreed standards.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I am curious and contribute ideas for improvements when I have them, no matter how small. ➤ I remove barriers to progress, I start with why. ➤ I embrace change, I work with others to make necessary changes possible.