



Role Profile

Senior Supervisor (Matrix)

Reference No:	B33		
Service:	Business and Employability		
Job Family:	Employment support	Grade:	FC7

Purpose

Line managing our workshop supervisors the post holder will coordinate and manage the support requirements of a disabled workforce and the manufacturing activities within the Matrix supported business.

A key part of the position will be to provide a safe, efficient and quality led service.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Directly supervise the workshop supervisors in the day-to-day activities within the workshops

Ensuring schedules and deadlines are met, for our customers and clients

Encouraging and motivating the staff to promote Matrix objectives.

Ensure for Health and Safety procedures are being implemented. Record, process and review RAs, Asbestos, Fire safety, Legionella documentation

Assist with vehicle service schedules, ensuring vehicles are available, reporting faults in a timely manner, ensuring daily checks are

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

Prior work experience in production-based environment

✓

Previous supervisory experience, either within a manufacturing industry or with special needs group

✓

Experience and understanding of Health and safety management. Accreditation of H&S course

✓

Methodical, attention to detail, organisational skills

✓

Drivers Licence

✓

E = Essential Criteria D = Desirable Criteria

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undertaken by drivers and licence checks are undertaken and recorded			
Liaise closely with manager and sales team ensuring production/sales requirements are optimised in line with production capacity and customer demands. Coordinate deliveries and uplifts of goods/ materials	Team working	✓	
Implement and develop Standard Operating procedures, capturing best practice and Health and Safety requirements. Record and update as required	Educated to SCQF level 6 which includes Highers or SVQ level 3 or equivalent.	✓	
Identify employee training, development and support requirements. Implement training/ development plans.	Prior experience in training, assessing or mentoring role. IT skills, working knowledge of Microsoft packages, spreadsheets, reports database	✓	
Contribute to the evaluation and monitoring of production and employee performance and to the continuous improvement culture of the service by driving excellence in service delivery.	Performance management skill, post -secondary qualification in production related area		✓
Manage the building/ premises maintenance and upkeep. Reporting repairs in good time, liaise with contractors and maintenance teams ensuring minimal disruptions and safety of staff/ employees	Building/trades/construction knowledge		✓
Contribute and assist in the recruitment processes for new employees within service	Exhibit fair, unbiased, ethical behaviour	✓	
Contribute to the services attendance management processes, ensuring Fife councils absence policies and procedures are adhered to	Working knowledge of HR systems, attendance management procedures Written and verbal skills	✓ ✓	
Manage and coordinate larger off-site projects. Measuring/ estimating works, communicating with customer, organising deliveries of products.	PASMA scaffold trained First aid certificate		✓ ✓

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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