



## ROLE DESCRIPTION

Bright Bricks Ltd – Building Imagination with LEGO® Bricks

<b>Role Title:</b>	Full Time Lego Builders (Grade 1) – 40hrs per week
<b>Contract type:</b>	6 Month Fixed Term Contract
<b>Applicants:</b>	INTERNAL & EXTERNAL APPLICANTS
<b>Send CV and covering letter to:</b>	jobs@brightbricks.com
<b>Salary:</b>	£15,000.00 per annum
<b>Closing Date:</b>	Wednesday 13 <sup>th</sup> April 2016

### Role Purpose

To contribute to the building of large complex Bright Bricks models.

### Key Accountabilities

1	Undertake large complex custom LEGO® model builds as a team member under the guidance of the Project Manager, following the instructions and plans provided and ensuring that the quality of your work meets with the expectations of the client.
2	Work in partnership with the Senior LEGO® builders utilise their support through the training, mentoring and guidance given to advance your LEGO® building capability.
3	Undertake packing of custom LEGO® sets under the guidance of the Set packing team Leader to aid with completion of business critical projects as and when required.
4	Seek to identify and develop the quality and value of business processes by reviewing own activities and propose new policies, processes and methods to improve controls, delivery and efficiency.
5	Highlight any identified issues or potential risks that could impact on business outputs, provide suggested solutions and escalate to Senior Lego Builder or Workshop Manager when out of scope.
6	Maintain, develop and update job knowledge by keeping abreast of accepted practices; participating in educational opportunities; reading professional publications; maintaining personal networks and sharing findings across business to ensure on-going delivery improvement.
7	Control your work activities and maintain own and shared workspace in a clean and tidy manner ensuring own health & safety and that of colleagues and visitors who may be affected by your acts or omissions. Co-operate with the company to enable it to meet its own responsibilities.

### Decision Making and Influence

- Required to make decisions within remit referring to the Workshop Manager regarding out of scope decisions.
- Objectives are provided by the Workshop Manager and monitored regularly.
- Work is planned and prioritised by Project Manager based on Project requirements and delivery deadlines. Some supervision may be required.



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- Role holder needs to apply practical knowledge and experience to resolve LEGO® building problems.

<b>Knowledge, Skills &amp; Attributes</b>			
<b>Essential</b>		<b>Desirable</b>	
1	Entry level experience of model building including basic woodwork and metal working skills.	1	Preferably LEGO® models.
3	Good interpersonal skills with the ability to engage with colleagues, the public and clients on all levels.		
4	Proficient written and verbal communication skills with the ability to follow instructions and provide guidance to less experienced team members.		
5	Excellent Time keeping and efficient with the ability to work as part of a team to meet completion deadlines.		
6	Numerate, attention to detail with a “can do” attitude and approach.		

<b>Other Information</b>	
<ul style="list-style-type: none"> <li>• The role is based at the Bordon office (GU35 9QF) and may be required to visit client and exhibition sites UK wide. Some overnight stays may be required.</li> <li>• Job holder will be required to be flexible to meet with project deadlines.</li> <li>• Allocated to projects for their specific skills on a temporary basis reporting to the Project Manager for day to day activities, if not assigned on a full-time basis to a Project they continue to report to the Workshop Manager</li> <li>• Job holder will need to have a valid DBS check as role may involve interaction with children and vulnerable adults. Bright Bricks will support the job holder in the application process.</li> </ul>	