



ROLE DESCRIPTION

Bright Bricks Ltd – Building Imagination with LEGO® Bricks

Role Title:	LEGO® Builders x 3
Reports to (title):	Head of Production
Send CV and Covering Letter to:	jobs@brightbricks.com
Contract:	Permanent
Hours:	Full-time 40hrs per week (Monday to Friday, 8am – 5pm)
Salary per annum:	£15,500 - £17,000 dependant on experience
Applicants Closing Date:	12noon on Friday 28 th April 2017

Role Purpose

To undertake the building of large complex Bright Bricks models.

Key Accountabilities

1	Undertake custom LEGO® model builds as a team member under the guidance of a senior builder, following brick builder 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	Engage with the public at LEGO® building events; provide LEGO® building knowledge whilst representing Bright Bricks by promoting the business and increasing its profile.
6	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.
7	Highlight any identified issues or potential risks that could impact on business outputs, provide suggested solutions and escalate to Senior Lego Builder or Head of Production when out of scope.
8	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.
9	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.



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Decision Making and Influence	
<ul style="list-style-type: none"> • Required to make decisions within remit referring to the Head of Production regarding out of scope decisions. • Objectives are provided by the Head of Production and monitored regularly. • Work is planned and prioritised by Head of Production based on Project requirements and delivery deadlines. Works with minimal supervision. • Role holder needs to apply practical knowledge and experience to resolve LEGO® building problems. 	

Knowledge, Skills & Attributes			
Essential		Desirable	
1	Sound 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.		

Other Information	
<ul style="list-style-type: none"> • 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. • Job holder will be required to be flexible to meet with project deadlines. • Allocated to projects for their specific skills on a temporary basis reporting to the Head of Production for day to day activities, if not assigned on a full-time basis to a Project they continue to report to the Head of Production • 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. 	