



## ROLE DESCRIPTION

Bright Bricks Ltd – Building Imagination with LEGO® Bricks

<b>Role Title:</b>	Senior LEGO® Builder (Grade 5, 6, 7, 8)
<b>Reports to (title):</b>	Head of Production
<b>Send CV and Covering Letter to:</b>	jobs@brightbricks.com
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full-time 40hrs per week (Monday to Friday, 8am – 5pm)
<b>Salary per annum:</b>	£25,000 – £30,000 per annum, dependant on experience
<b>Applicants Closing Date:</b>	12noon on Friday 28 <sup>th</sup> April 2017

### Role Purpose

- To manage the day to day activities from design to delivery of large complex Bright Bricks Model building projects.
- To cover for the Head of Production in his/her absence, if required.

### Key Accountabilities

1	Develop, design and build large complex custom LEGO® models, including the design of any infrastructure (wood or metal) needed, to meet with a broad range of client requirements.
2	Manage the end to end process of assigned Bright Bricks projects, planning tasks, supervising resource, monitoring progress and managing change requests to ensure quality, on time delivery that meets with the customer's specification and expectations.
3	Partner with LEGO® builders in the team and support their training through mentoring, providing guidance through directions and written instructions, and overseeing their work to develop their capability as LEGO® builders.
4	Build prototype models for custom LEGO® sets.
	Provide cover for the Head of Production, when requested, to ensure that the Bright Bricks workshop runs smoothly and safely and that current projects are monitored in his/her absence escalating any issues to the Directors.
5	Engage with the public at LEGO® building events, provide master LEGO® building expertise and act as a representative for Bright Bricks promoting the business and improving its profile.
7	Seek to identify and develop the quality and value of business processes by reviewing own and others activities and propose new policies, processes and methods to improve controls, delivery and efficiency.
8	Highlight any identified issues or potential risks that could impact on business outputs, provide suggested solutions and escalate to the Head of Production when out of scope.
9	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.



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10	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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<b>Decision Making and Influence</b>	
	<ul style="list-style-type: none"> <li>• Member of the Bright Bricks Workshop Team</li> <li>• Required to make decisions within remit referring to the Head of Production regarding out of scope decisions.</li> <li>• Objectives are provided by the Head of Production and monitored regularly.</li> <li>• Plans and prioritises own work based on Project requirements and delivery deadlines. Works largely autonomously and on own initiative.</li> <li>• Changing business needs means that an on-going appraisal of priorities is required to meet company and customer requirements.</li> <li>• Role holder needs to apply practical knowledge and experience to resolve complex LEGO® building problems.</li> </ul>

<b>Knowledge, Skills &amp; Attributes</b>			
<b>Essential</b>		<b>Desirable</b>	
1	Extensive experience of building large complex models preferably LEGO® including Intermediate woodwork and metal working skills.		Attended Master Builder LEGO® training
2	Experience in the project management using proven/recognised methodologies in the control of building complex models.		Project Management qualification or studying towards one. i.e. Prince 2 certified.
3	Ability to interpret customer requirements, design and build complex larger-than-life models for displays at stores, parks, exhibitions and events all over the world!		
4	Excellent interpersonal skills with the ability to engage with colleagues, the public and clients on all levels.		
5	Excellent written and verbal Communication skills with the ability to write clear precise instructions and provide guidance to less experienced team members.		Supervisory experience would be an advantage
6	Excellent Time management, efficient, the ability to meet deadlines and work autonomously.		



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7	Ability to cope with responsibility, manage changing priorities and remain calm under pressure.		
8	Highly numerate with attention to detail and a “can do” attitude and approach.		

### Other Information

- The role is based at the Bordon office (GU35 9QF) and will be required to visit client and exhibition sites internationally. Some overnight stays will be required.
- Job holder will be required to be flexible to meet with project deadlines.
- Job holder may be required to support other functional activities in support of quotations, project initiation and completion.
- Manages a team of employees allocated to the Project for their specific skills on a temporary basis, if employees are not assigned on a full-time basis they continue to report to the Head of Production.
- Role holder will have responsibility for the delivery of projects as allocated.
- 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.