

Head of Machining

Role Summary: Provide highly effective operation and management of the Machining Department within Universal Creations, to ensure the completion of projects on time, in budget and to a standard which delights our clients.

This is a challenging role overseeing a range of different machinery from CNC machines, 3d printers and laser cutters. However, with the challenge comes an exciting opportunity to grow and develop within a creative, 'no two days are the same' environment. We have plans to grow our machining department from its current size into a standalone part of the business, which is accessed internally and by external clients which allows for great career development. There are currently limited managerial / supervisory responsibilities however we envisage this changing as the department grows.

As Head of Machining, you will:

- Have experience with a variety of 3D Modelling / Visualisation software, such as AutoCAD, 3D Studio Max, VCarve, Rhino and Sketch Up.
- Be proficient in the programming and operation of 3D Printers, CNC Machines or Laser cutters. This will include both operating and programming 3 and 4 axis CNC machinery.
- Passionate about all things creative and have experience working within the Film and TV Industry or Creative environment.
- Be an efficient, effective, and organised person with experience working in a fast-paced and ever-changing environment.
- Have experience of preparing scale drawings for client approval, liaising with clients defining their requirements.
- Work with the Workshop Manager and Account Manager to support costing and specifications for jobs.
- Be responsible for the administration of internal documentation and ensure this conforms to company specification.
- Pro-actively work with the Account Manager to ensure you are fully aware of the client's requirements ensuring communication between your department and other departments is undertaken from concept to completion.
- Understand the requirements of the order and the desired result by working with plans, templates, and drawings.
- To work to deadlines and prioritise workloads supporting and scheduling the machinery within the department.
- Ensure that the workshop and machining areas are kept clean and organised, introducing new systems where needed.
- Ensuring company standards are adhered to at all times.
- Promote the company's vision and ownership of its values and strategic objectives.
- Contribute to the development of a culture that enjoys the challenge of bespoke productions, driving service excellence and a culture of delighting clients.
- Supporting other staff members and departments as and when required.

Financial Responsibilities:

- Ensure the completion of projects are on time, in budget and to a standard that delights our clients.

Health and Safety:

- You will have a knowledge of safe machine practice standards enabling you to maintain and monitor all machines in the department ensuring they are functioning properly.
- Ensure all necessary health and safety requirements are met, risk assessments are kept updated and drafted where necessary.
- Responsible for a high level of machine maintenance and housekeeping of work area in addition to performing basic daily maintenance checks.
- You will also need to be physically able to move materials in line with Moving and Handling procedures.

Machine Maintenance:

- Maintain an inventory of tools, machinery and equipment and overseeing their safe operation and maintenance.
- To keep a stocktake of materials and consumables ensuring they meet the requirements, quantity require for each project and notify when new orders are needed.

Essential and Desired Competencies and Experience:

- Minimum of three years' experience of programming and operating machinery as specified above.
- Strong interpersonal and organisational skills including attention to detail.
- Minimum of three years' experience using wood and metal working equipment and practical experience of fabrication processes, techniques, and emerging technologies.
- The possession or aptitude to motivate and inspire teams to achieve their fullest potential.
- Willingness to support additional taskings and projects as assigned by management.