



Job Role Profile

Job Title: Producer
Responsible to: Team Leader - Production
Responsible for: NA

Job purpose

To effectively produce, pack and dispatch Pia's accessible media products and services, working as part of the Operations Team.

Specifically the Producer will:

- Co-ordinate and manage a wide range of jobs daily to effectively produce, pack and dispatch a variety of accessible media products to a high standard and in line with given timescales

Accountabilities

- Quality check each embosser on a daily basis ensuring that documents are accurate and any concerns are immediately raised with the Senior Management Team
- Carry out regular maintenance of the production machines using the relevant standard operating procedure, to maintain good working order, including vacuuming out paper dust, cleaning elements of the machine and ensuring bearings and cables are correctly fitted
- Produce braille and finish documents as per the specification detailed on each job sheet
- Produce and finish large print documents as per the specification detailed on each job sheet

- Produce and finish audio documents as per the specification detailed on each job sheet
- Produce and finish moon documents as per the specification detailed on each job sheet
- Produce and finish tactile diagrams as per the specification detailed on each job sheet
- Consistently demonstrate confidentiality and discretion when dealing with sensitive documentation
- Responsible for monitoring and maintaining stock levels to ensure that adequate supplies are in stock to produce the necessary documents
- Promote the values of Pia and demonstrate the highest level of commitment to equity, equality, diversity and inclusion
- Promote and adhere to all company Health & Safety policies and procedures
- To undertake any other reasonable duties required to meet the needs of the business

Behaviours

- Adhere to Pia's values of quality, integrity and care
- Sense of humour
- Take personal responsibility
- Take pride in high quality work
- Contribute to an atmosphere of professionalism and mutual support
- Respond positively and creatively to setbacks
- Show integrity, fairness and consistency in decision making
- Treat individuals with respect and uphold their rights
- Act with a sense of common purpose
- Respond to colleagues with enthusiasm and commitment
- Make appropriate information available promptly
- Make time to support colleagues
- Recognise and value the contribution of colleagues

- Always remember Pia's Promise

Knowledge / skills / experience

Essential	<ul style="list-style-type: none">• Experience of working in a physically demanding role• Ability to multi-task• Experience of working alone and as part of a team• Knowledge of Microsoft Office• Using non-complex machinery• Experience of working in a production environment• Attention to detail• Ability to concentrate on repetitive tasks• Confidence to seek guidance
Desirable	<ul style="list-style-type: none">• Ability to speak and write Welsh• Experience of machine maintenance• Knowledge of braille