



Job title:

# Deputy Head of Construction

Responsible to:

**Head of Construction**



[cardifftheatricalservices.co.uk](http://cardifftheatricalservices.co.uk)

Cardiff Theatrical Services is a world-class scenery manufacturer delivering sets and scenery to many of the world's leading performing arts companies of theatre, opera and ballet such as The Royal Opera, National Theatre, Opera North, Sonia Friedman Productions, English National Opera, Glyndebourne, Cameron Mackintosh, Atlanta Ballet, Almeida Theatre, Chicago Lyric Opera, *Mamma Mia! – The Party* and Welsh National Opera.

Based in Cardiff and a wholly-owned subsidiary of world-renowned Welsh National Opera, CTS has played a leading role in the development of the Welsh capital as one of the UK's fastest growing creative and artistic hubs outside London. Cardiff boasts vibrant, thriving and diverse arts, design, cultural and media communities and world-class venues and creatives.



# General Description

Cardiff Theatrical Services (CTS) is a wholly owned subsidiary of Welsh National Opera. The construction department is made up of the Carpentry department, Welding and Fabrication department and the Drawing Office.

**Department** CTS

**Salary** £35,000

Permanent

**Deadline for Applications**

28 October 2022

**Interview date**

Week commencing 7 November, 2022

**Operationally responsible for:**

Scenic Carpenters

Welder Fabricators

Workshop Technician

Workshop Assistants

Apprentices and work placements

## Main purpose of job

To work with CTS Management and the workshop staff to ensure the smooth, and efficient running of work through the construction department. You will be expected to work closely with all staff in the workshop to ensure that scenery is produced in an efficient manner. You will be expected to liaise with the Scenic Art team to ensure the most effective use of available resources. It is expected that most of the post holder's time will be spent working on the shop floor.

## Scope and dimensions

The post holder will be expected to carry out their duties at all CTS, WNO facilities, and at external venues as required by the nature of the work.



# Key responsibilities

## Technical skills

- ✔ To oversee the construction of scenery through the workshop to completion – ensuring the highest standards of quality are maintained.
- ✔ To prepare for and manage load outs from CTS. This will include working with the Workshop Technician to oversee crew (internal and external) to ensure scenery is loaded out safely and efficiently with all items neatly labelled, weighed, and wrapped ready for travel, and recorded as per our CDM requirements.
- ✔ To be first point of contact for all workshop staff with concerns to daily activities, project work and workshop tools/equipment.
- ✔ Alongside the Workshop Technician, control and maintain use and storage of the MEWPS, plant and lifting/rigging equipment
- ✔ Keep abreast of new technology and equipment and make suggestions for future investment in equipment.
- ✔ Actively promote Health and Safety in the workplace. Specifically, to identify hazards and actively monitor risks in the workplace.

## Building and Equipment maintenance

- ✔ Ensure that tools and equipment are maintained in good working order, and to current standards.
- ✔ Deal with any reported faults to facilitate repair.
- ✔ Be main point of contact for all workshop maintenance and service contractors when on site and assist the Administrator with booking and scheduling maintenance work.
- ✔ Ensure good housekeeping across the construction working areas.
- ✔ Ensure minimal waste of resources.
- ✔ Checking that stores are locked and that the lights and extractors are switched off at the end of each working day.



## Leadership

- 7 To liaise with managers and oversee the staff in the manufacture of projects through the workshop to completion – ensuring the highest standards of quality are always sustained, and that the work is carried out in a timely manner.
- 7 Organise and lead the assembly of projects at CTS, and on site.
- 7 Monitor and maintain sufficient consumable and stock levels for the construction department.
- 7 Promote excellent working practices, morale and teamwork in the construction department.

## Communication skills

- 7 Liaising with drawing office regarding assembly techniques and finishes.
- 7 Working with all other staff in the department to achieve steady and efficient flow of work.
- 7 Ensure positive interaction between other personnel working on same project across all CTS departments.
- 7 Discuss with senior personnel the benefits or implications of any proposed changes to the workflow.
- 7 Identify and implement any opportunities to improve productivity and service.
- 7 Liaise with clients, contractors, and suppliers as required to facilitate the needs of the construction department and ongoing projects.



## Company Values

**Inclusive** We have a workplace culture where all people are respected and valued

**Collaborative** We work as a team to achieve common goals

**Dynamic** We challenge ourselves creatively and encourage new ideas

**Generous** Our people use their talent, knowledge, and skills with a generosity of spirit

**Responsible** We act with integrity and accountability



## Organisation skills

- ✔ Forward planning of your own work to ensure that you meet deadlines
- ✔ Prioritising tasks and processes across the team to ensure the efficient use of time on a variety of projects working in tandem within the department.
- ✔ Daily break down of work process to ensure that key stages are completed in sufficient times to meet deadlines. This is particularly important when relating to departmental and project deadlines.
- ✔ Forward planning and preparation of workshop and assembly spaces to ensure minimum disruption to the flow of work and best use of resources.
- ✔ Discuss with senior personnel the need for extra staff and or overtime at key points in the project.
- ✔ Discuss completion dates with managers to organise project specific resources.

## Personal Responsibilities

- ✔ Take responsibility for specific projects or tasks through to completion.
- ✔ To organise and manage casual and contracted labour as required.
- ✔ To attend fit-ups and installations as required.
- ✔ Develop positive relationships with colleagues, managers, and team members.
- ✔ Establish and maintain the trust and support of colleagues, managers, and team members.
- ✔ Encourage self-development and self-motivation.
- ✔ Promote good working practices and procedures.
- ✔ Ensure individuals, teams, colleagues, and managers are advised of appropriate information.

- ✔ To drive company vehicles and hired vehicles when required.
- ✔ To assist the management in the smooth running of projects.
- ✔ To deputise for the Head of Construction as required.
- ✔ The health and safety of all team members must always be paramount, and all safety controls must be followed (see level 6 of responsibility attached)

## General

- ✔ To behave in accordance with our values.
- ✔ To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- ✔ To ensure compliance with our policies and procedures at all times.
- ✔ To undertake any training appropriate to the post.
- ✔ The role will be based at the CTS site in Cardiff but will involve travel to locations within the UK and abroad.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation.

# Person specification

## Essential Skills & experience:

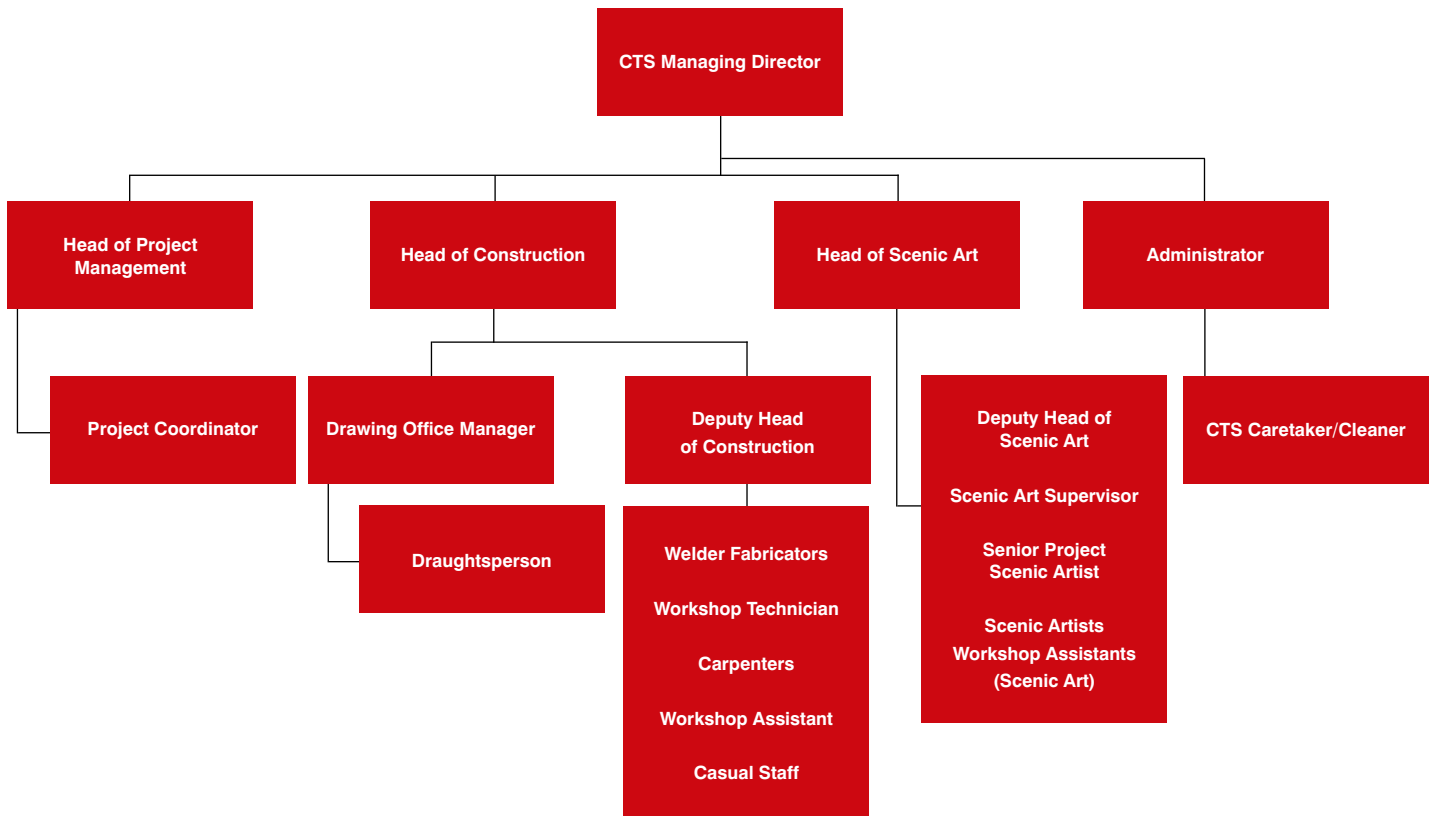
### The post of Deputy Head of Construction requires:

- ✔ Good level of general education at least to 'O' level or GCSE standard.
- ✔ An in-depth knowledge of scenic construction techniques including knowledge and experience of the creation of complex scenic elements that utilise both carpentry and metal fabrication techniques.
- ✔ An in-depth knowledge of the assembly of scenery in a theatre or other venue.
- ✔ Experience working in a fast-paced and busy scenic workshop.
- ✔ Fully understand how to interpret models, technical drawings and references.
- ✔ A good eye for detail, precision and a proven track record of excellent quality control.
- ✔ Able to run teams of people.
- ✔ A willingness to carry out work on behalf of CTS away from the workshop.
- ✔ A full clean Driving license.\*
- ✔ Ability to recognise and meet strict deadlines.
- ✔ Ability to work alone and under own initiative as well as being a team member.
- ✔ Excellent organisational skills.
- ✔ Commitment to contribute to the development of all systems at CTS.
- ✔ Helpful and enthusiastic manner

Points marked with an asterisk (\*) are desirable rather than essential.



# Team Structure Cardiff Theatrical Services (CTS)





# Health and Safety



## Individual Responsibilities

All Employees  
(Level 6)

### Every employed person, including Managers

#### Responsibilities

All employees are responsible for: -

- └ The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.
- └ Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.
- └ Reporting promptly to the appropriate Manager potential or actual hazards and defects.
- └ Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.
- └ Knowing the correct action to be taken in the event of an accident, fire or other emergency.
- └ Co-operating with Management and other employees in meeting statutory requirements.
- └ Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.