

Job Description



Corporate Services & Strategy

Post Title	Print Room Assistant - Graphics		
Post Number	BG00101	Grade	4
Base	Civic Centre	Hours of Work	37
Car User Allowance	None	Disclosure	None
Contact	Sue Hill	Updated	Sept 2014

Principal Job Purpose

Responsible to: Print Room Officer

Responsible for: Assisting in all aspects of the production of the Council's printing and Graphic Design needs within the required deadlines, maintaining the current quality standards.

Principal Accountabilities

1. To undertake Graphic Design/Pre Press work through the proficient use of appropriate software packages.
2. To undertake all aspects of the production of the authorities printing requirements including high volume black and white and colour, maintaining the current quality standards.
3. To print and organise the distribution of all Council Committee agendas.
4. To undertake print finishing work to include, comb and wire binding, trimming, drilling, folding, numbering, perfect binding, padding, laminating etc.
5. To deal with internal and external customer enquiries in a professional and efficient manner via telephone, electronic and face to face contact.
6. To provide customers with accurate costing and advice on best techniques and cost effective solutions.

7. To order, receive and store deliveries of paper supplies and all printing stationary and consumables and to carry out regular basic maintenance of equipment and machinery.
8. To undertake the duties of Mail Clerk and Courier in relief capacity as and when required.
9. To contribute to the work of the unit through a methodical and organised approach, using performance management to achieve service improvement and productivity targets.
10. To undertake any other duties as may from time to time be required by management.
11. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
12. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
HNC in Graphic Design or equivalent	Essential	X			
Full Current driving License	Essential	X			
Other experience					
Minimum 3 years experience in a design studio environment	Essential	X			
Proven experience in preparing work for digital printing jobs.	Essential	X		Practical test	
Understanding of file preparation for production including pagninations, transparency, impositioning and knowledge of PDF manipulation/workflow	Essential	X		Practical test	
Experience of working in a print room environment	Desirable	X			
Knowledge/Skills					
Comprehensive knowledge of Adobe Creative Suite, in Design, Acrobat and Microsoft Office	Essential	X		Practical test	

2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Ability to deal with sensitive information in a professional and confidential manner	Essential		X		

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance		X		✓
	Involves line manager/colleagues in setting and meeting targets		X		✓
	Reorganises work when necessary		X		✓
	Sees tasks through to completion whenever possible		X		✓
	Seeks help if workload becomes unmanageable		X		✓
	Uses initiative to report issues that arise that impact on others		X		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		X		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues		X		✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary		X		✓
	Actively seeks to help others		X		✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed		X		✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓