

JOB TITLE – Print Operative				Purpose			
Reference No.	F285	Type	Individual	To operate digital print equipment and varying finishing equipment to optimal production standards; producing high quality communication product to customer specifications and quality standards.			
Service	Asset & Facilities Management – Building Services						
Job Family	Technical	Grade	FC4				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Operate and maintain production printing equipment including digital printing press and finisher, thermal printers and a wide range of finishing equipment. Have the ability to undertake the fitting of vehicle livery signage and clothing image press.				Excellent Communication Skills Self-motivated Team Player (Work Together, see How We Work Matters Framework)		✓	
Ability to determine prepress requirements by reviewing job tickets and pre-flighting work tickets				Minimum of 4 standard grades at level 3 including English or above or equivalent.		✓	
Ability to diagnose and correct potential production problems contained within design files including digital file sizes, printing issues and finishing concerns				Minimum 2 years' Experience in a Print Room Production Environment		✓	
Prioritise workload to achieve maximum output and meet customer deadlines.				IT Literate (Embrace Technology & Information)		✓	

Role Profile

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Maintain a clean, safe and organised working environment at all times	Sound organisational ability and a Rational/methodical approach to problem solving	✓	
Maintain accurate production records	Ability to work to deadlines (Deliver Results)	✓	
Ability to quality check all work to customer expectations and resolve any issues that arise	Ability and motivation to learn new digital equipment Quality focused, the ability to recognise quality issues and recommend solutions (Take Ownership)	✓ ✓	
Co-operate with the introduction of new procedures and/or new equipment technology.	Flexible attitude and a Commitment to the delivery of customer led service.(Focus on Customers)	✓	
Operate and index link high volume scanning devices.	Experience of using Uniflow operating software and Canon digital printing systems.		✓
Be able to load inks/paper and perform routine maintenance on all machines	An understanding of the need for security and confidentiality	✓	
Undertake table work and packing as required			
Ensure the correct protocol in the collection of waste materials and the disposal of redundant equipment			
Be coherent with the “Uniflow” operational and production system ensuring correct usage and information standards are always adhered to			
Be conversant with and always operate within the current Health & Safety at Work Legislation			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results