



# Role Profile

## PRODUCTION DESIGNER

Reference No.	XX2373	Type	Individual
Service	Environment and Building Services		
Job Family	Technical 5	Grade	FC5

### Purpose

To support The Central Print Service operating digital print equipment to optimal production standards, producing digital communication product to customer specifications and quality standards.

Assist with a graphic design service for internal and external clients for marketing and corporate identity purposes. Undertake digital printing production tasks to ensure productivity targets are met

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Ability to design, typeset and create production files to a high standard.	Educated to SCQF Level 6, which includes Highers or SVQ level 3 in Graphic Communication or equivalent  If not already achieved, undertake training and attend college in order to obtain SCQF Level 7, HNC in Graphic Design or equivalent recognised qualification in Design/New Media	✓  ✓	
Meet/talk with customers and advise customers based on their needs with regards to design, materials, application and pricing.	Communication Skills  Self-motivated Team Player (Work together - See 'How We Work Matters' Framework)	✓  ✓	

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Operate and maintain wide format printing equipment including finishing equipment. Including knowledge of the relevant specialist rip software(s).	Minimum 2 years' Experience in a Print Room Production Environment	✓	
Manage entire wide format stock levels, from being responsible for stock levels for all substrates, inks, medias, maintenance equipment, garments etc.	IT Literate	✓	
Design and produce final artwork for various print media in accordance with client specifications.	Sound organisational ability and a Rational/methodical approach to problem solving (Take ownership)	✓	
Maintain colour management including profiling of medias and meeting customer requirements with regards to matching colours and repeatability.	An understanding of the need for security and confidentiality	✓	
Full end-to-end workflow from artwork creation to creating a finished product.	Experience of using Uniflow operating software and Canon digital printing systems		✓
Ability to determine prepress requirements by reviewing job tickets and pre-flighting work tickets.	Flexible attitude and a Commitment to the delivery of customer led service (Focus on customers)	✓	
Ability to diagnose and correct potential production problems contained within design files including digital file sizes, printing issues and finishing concerns.	Ability to work to deadlines (Deliver results)	✓	
Prioritise workload to achieve maximum output and meet customer deadlines.	Ability and motivation to learn new digital equipment Quality focused, the ability to recognise quality issues and recommend solutions (Embrace technology and information)	✓ ✓	
Maintain a clean, safe and organised working environment at all times.			
Maintain accurate production records.			
Ability to quality check all work to customer expectations and resolve any issues that arise.			
Co-operate with the introduction of new procedures and/or new equipment technology.			
Be able to load inks/paper and perform routine maintenance on all machines.			

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	E	D
Undertake table work and packing as required.			
Ensure the correct protocol in the collection of waste materials and the disposal of redundant equipment.			
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.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	E	D

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Role Profile

**Additional Information** – the following information is available:

- 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:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results