

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Studio and Print Room Assistant

Vacancy ID: 008459

Salary: £15,807 - £16,491 Annually

Closing Date: 18-02-18

Benefits & Grade

Grade D

Contract Details

2 x Posts, Permanent

Contract Hours

37 hours per week

Job Description

Xentrall Design & Print are looking to recruit two enthusiastic and motivated Studio & Print Room Assistants to join the existing Design & Print Team, which is based in Municipal Buildings, Stockton.

You will be responsible for undertaking basic graphic design, imposition and output for print (using both variable data and standard format), you will also be responsible for daily use of production equipment across a wide range of printing and digital formats.

This post is a technical role that requires you to work in both the Pre-Press Graphics Studio and Print Production area of the service. Working with Apple Mac's, variable data software and a variety of print and print finishing production machinery, you will be able to demonstrate substantial experience of working in such an environment and using industry standard software such as Adobe Creative Suite. This is not a trainee post however, training will be given in print/finishing disciplines as appropriate and the post would suit someone wanting to develop knowledge in different areas of the design & print profession.

In addition to the above, you must be well organised, have good communication skills and be customer focussed, whilst all the time being able to work in a fast moving, deadline driven environment, providing a professional service delivering a quality and timely product.

You should be able to demonstrate substantial relevant experience.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Chris Stansmore, Design & Print Manager, on 01642 52 4502

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

JOB PROFILE

Job Title:	Studio & Print Room Assistant
Job Reference:	34136 and 34137
Grade:	D
Business Unit:	Design & Print
Reports to:	Design & Print Manager

Purpose of Job:

To be a member of a design & print team and will be responsible for the provision of basic graphic design services, imposition and output artwork for print, variable data production, utilisation of digital printing and workflow software, support of print production services and administration as required.

Principal Responsibilities:

1. To be a part of a team of design and print professionals assisting with the effective and efficient delivery of a range of quality value for money design and print production services.
2. With the support of management and colleagues utilise the design tools assigned to assist the design studio with a complete range of graphic design work within the appropriate level of ability, skills and training.
3. With the support of management and colleagues, assist the Lead Print Production Operator with production of daily printing, copying, scanning and finishing, ensuring smooth progress of work from signed-off graphics, through production to despatch.
4. To utilise the service's management information system(s) as instructed, ensuring that information is added in a timely and accurate manner, to facilitate the smooth transition of jobs through the unit and the production of service performance & costing information.
5. To utilise relevant send-to-print or variable data production software in an effective manner to process work from the design section to the printing section's equipment.
6. To utilise, prepare and operate the digital print equipment, wide format printer and print room finishing machinery print equipment cost effectively to meet with customers' requirements.
7. As an active part of the D&P Team, assist the D&P Manager and the Lead Print Production Operator by ensuring that effective liaison and a customer focussed approach takes place as work flows across the service and provide customers with products and services which are to the required levels of creativity, quality and cost and are delivered to agreed timescales.

8. As part of the team, help to ensure that the overall service objectives are achieved in line with agreed standards, quality levels, budgetary constraints and timescales.
9. To ensure efficiency and value for money principles are applied and that opportunities for savings and service improvements are identified, communicated and progressed as assigned.
10. To promote the Design & Print Service positively and provide advice and guidance to customers on all aspects of artwork output, print or finishing and where appropriate other elements of the Design & Print Service ensuring that the customers need are met.
11. To ensure that equipment as assigned is maintained appropriately and any issues arising are raised accordingly.
12. To assist the Design & Print Manager and the Lead Print Production Operator in undertaking the necessary safety checks needed in the production environment as instructed to maintain a safe working environment which complies with the relevant health & safety regulations
13. To assist in ensuring that the Design & Print office and production areas are kept in a clean, tidy and safe state in accordance with any regulations which may apply, and provide a welcoming area for customers.
14. To assist in the assessment and introduction of new equipment and technologies within Design & Print.
15. To assist in the co-ordination of absences and working hours to ensure that appropriate levels of cover are available for the service.
16. To assist the Lead Print Production operator with monitoring of stock and request order to be placed for goods and services as required.
17. To support the production of performance information through the provision of equipment meter readings as necessary.
18. To actively participate in both service based and Xentrall development groups as assigned and undertake any such personal development and training as may be deemed necessary to effectively the duties and responsibilities of the post.
19. To comply with appropriate design and print standards and procedures that reflect best practice.
20. To take reasonable care of your own health and safety and co-operate with management, as far as is necessary, to enable compliance with the Council's health and safety policies.
21. Adhere to, and pro-actively meet, the Council's policy on Equality and Diversity, No Smoking, etc.
22. Undertake any other duties and responsibilities commensurate with the grading and nature of the post.
23. Ad hoc duties as requested.

24. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.
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Key Competencies

- Communication
 - Flexibility
 - Making things happen
 - Working together
 - Learning and developing
 - Putting customers first
 - Achieving improved outcomes
 - Innovating and delivering
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Essential Skills:

- Substantial experience of working in a design and print environment.
- Substantial experience of using industry standard design based software.
- Knowledge of variable data software and related printing processes.
- Knowledge of imposition, pre-press and preparing artwork for production output.
- Ability to ensure production of high quality page layout, prepress and print production work.
- An understanding and awareness of equipment used in the provision of a printing and graphic design service, including Mac and ICT equipment.
- Ability to operate mono high-speed and/or volume colour photocopiers.
- Ability to work in a busy, fast moving design and print environment and meet tight service delivery deadlines.
- Ability to maintain accuracy when busy.
- Ability to work as part of a team as well as on own initiative.
- Ability to prioritise work, manage own workloads and meet agreed deadlines.
- Have a 'can-do', flexible approach to working hours to meet the needs of the service.

Desired Skills:

- Knowledge of offset lithographic printing processes.
 - Ability to operate various types of print finishing equipment.
 - Knowledge of wide format print production.
 - Competent in producing high quality, original design materials
 - A relevant Graphic design related qualification.
 - Knowledge of print related management information systems.
 - An understanding of services provided by local government.
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Limits of Authority:

- Undertake tasks and duties in line with any specific criteria as agreed with the Design & Print Manager and/or Lead Print Production Operator.
 - To adhere to the agreed business unit and organisation culture, policies and objectives.
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Attendance:

To provide cover as required within the operational hours of the service, which are currently:

08:30 to 17:00 Monday to Thursday and 08:30 to 16:30 Friday.

To provide a degree of flexibility outside of these core service hours depending on customer deadlines and the workload of the service.

To be able to attend work at the sites where the service is based or has a presence.

This role profile is subject to change.

Date: January 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.