



South Tyneside Council

ECONOMIC REGENERATION

JOB DESCRIPTION

POST TITLE: Printer

GRADE: Band 5

RESPONSIBLE TO: Design and Print Team Leader

Overall Objectives of the Post:

To provide a high quality print function for the Council's Design and Print Team, ensuring exceptional services for our customers and stakeholders.

The role will involve the delivery of high quality printing and finishing of a wide range of materials.

Key Tasks of the Post:

1. *You will provide an exceptional print service. You will:*

- Work with colleagues within the team to understand printing requirements and deliver final hard copy printed materials to an exceptional standard.
- Ensure effective communication at all times with colleagues in the Design and Print Team to advise of completed work, ensure deadlines are met and advise of any problems or issues.
- Produce printed materials using optical copying, offset lithographic printing, digital copying and digital printing.
- Ensure produced printed materials are finished to an exceptional standard.
- Continuously check paper and consumables to ensure stock levels are maintained.
- Inform the Design and Print Team Leader should an order for paper or consumables be required.
- Ensure machinery is operated within approved guidelines and in line with training provided.
- Ensure other formal printing procedures are followed.
- Carry out regular maintenance tests on equipment and machinery.

2. *You will be commercially minded at all times. You will:*

- Identify opportunities for new customers and additional income generation.
- Be mindful and aware of financial targets and work towards these.
- Fully promote the Council's Design and Print Team, both internally and externally.
- Support the delivery of a business development strategy for the team.

3. Other general duties include:

- Participate in multi-disciplinary teams as may be required to achieve the Council's corporate objectives.
- Meet regularly with the Design and Print Team Leader to advise, discuss and consult on work requirements, objectives, priorities and deadlines.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: PD/KDS

Date: 12/03/2019