



## South Tyneside Council

### ECONOMIC REGENERATION

#### PERSON SPECIFICATION

**POST TITLE:** Printer

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>5 GCSE's (or equivalent) at Grade C or above, including Maths and English</li> <li><b>OR</b></li> <li>Significant experience working in a print production environment</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a customer focused, print related environment</li> <li>Experience of working in an income generation environment and working to targets</li> <li>Experience of workload planning, prioritisation and working to strict deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a political environment</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Presentation</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Able to prioritise and manage multiple work streams</li> <li>Excellent communication and interpersonal skills</li> <li>Able to form excellent working relationships</li> <li>Competent in use of Microsoft Office</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Presentation</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to problem solve</li> <li>Flexible, reliable and well organised self-starter with a planned and structured approach in order to manage several work streams simultaneously</li> <li>High performing and motivated team player</li> <li>Committed to ongoing professional development and learning</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to inspire trust and confidence in colleagues and partners by demonstrating a professional and secure approach to the management and application of sensitive information</li> <li>• Committed to the principles of equality and diversity</li> <li>• An enthusiastic approach and a commitment to delivering exceptional services</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Prepared to work outside normal office hours as required</li> <li>• Baseline security clearance</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Basic check</li> </ul>