

Job Description

Directorate: Chief Executives Directorate

Division: Corporate Services

Post Title: Digital Print Assistant AA3371

Evaluation: 427 Points **Grade: N4**

Responsible to: ICT Operations Manager (Applications)

Responsible for: N/A

Job Purpose: To assist in delivering a high quality Digital Print service efficiently and effectively in accordance with client specifications

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Operate a range of equipment to ensure work is produced to a high standard within specified timescales as required.
- 2 To assist in the accounting for the charging and income recovery of Digital Print jobs and the payment of suppliers.
- 3 To assist with the production of print and finishing tasks as requested including handling, storage and movement of stock and finished goods.
- 4 Ensure that machinery and equipment is maintained in accordance with manufacturers instructions and faults are recorded and rectified or escalated in line with laid down procedures.
- 5 To assist in providing quotes to customers as required.
- 6 To support the Digital Print officer in maintaining Digital Print practice and procedure manuals.
- 7 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 8 To promote and implement the Council's Equal Opportunities Policy in all aspects of employment and service delivery.