

## **Person Specification**

### **Digital Print Assistant**

#### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

Able to:

- Use a multitude of digital print finishing equipment.
- Deliver the finish of print material in line with client requirements and to specified deadlines.
- Work on computers to complete tasks.
- Work independently and as part of a team.
- Accurately and securely process confidential and sensitive data.
- Maintain a high level of safety and cleanliness around the workplace.
- Communicate effectively, verbally and in writing, with a diverse range of people.
- Able to lift material/stock within health and safety limits.

Experience of

- Working in a printing environment.
- Working in a customer focussed environment.
- Working within an environment that complies with data protection and health and safety regulations.

#### **Part B**

The following criteria will be further explored at the interview stage:

- Knowledge of digital print and finishing equipment.
- Approach to delivering a high-quality service to tight deadlines.
- Approach to developing and maintaining positive working relationships.
- Communication skills.
- Understanding of the Council's Equality policy.

#### **Additional Requirements**

- Able to work occasional overtime.