

## Large Format Print Specialist

Job Ref: REQ240529

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Job Description

**Job Grade:** Technical Services Grade 4

### Job Purpose

To undertake a broad range of large format print production and installation support, providing cost-effective solutions within agreed budgets and deadlines, for the University and external customers.

### Job Duties

- To undertake large format printing, copying, and finishing work following job ticket instructions liaising with other campus services to arrange and support installations
- To set up, run and maintain large format print and finishing equipment
- To set up, run and maintain digital print equipment including printers, guillotine, and booklet makers
- Demonstrate a good knowledge of Health and Safety considerations when liaising with other campus services to support installations
- Use layered PDF files to produce final printed artwork and cut out as per the design
- Work with the Systems & Stock Team Leader to identify and test products and support the development and creation of Online Shop products
- To output colour accurate proofing, ensuring that equipment used is effective and well maintained and that any issues affecting quality are reported and resolved in a timely manner
- Provide a sound level of technical knowhow to offer help and support to customers and colleagues in resolving technical difficulties affecting artwork or proofing equipment, and to liaise with suppliers where appropriate
- Monitor the Online Shop and process orders within agreed turnaround times
- To deputise for the Digital Production and Large Format Team Leader, including prioritising and distributing work
- Maintain quality control according to defined procedures throughout production, assessing and improving processes as required
- To understand the University's corporate identity and to advise both customers and colleagues following procedures established in the visual identity guidelines
- Occasional driving to support business activity
- To support more junior colleagues on technical and quality issues
- Undertake any other duties appropriate to the post as may be required

## **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed

This role requires flexibility and the ability to adapt to a changing work environment. This may involve out of hours and weekend working

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures

All staff should hold a duty and commitment to always observing the University's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection

## **Organisational Responsibility**

Reports to the Digital Production & Large Format Team Leader  
Deputise for Digital Production & Large Format Team Leader when required

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Experience of large format, print and finishing machinery	1,3
	Experience of using a PDF workflow and imposing files for print	1,2,3
	Experience of industry standard file formats	1,2,3
	Experience of supervising and training others	1,3
	Experience of project work	1,3
	Experience of liaising with customers and suppliers	1,3
Skills and abilities	Excellent working knowledge of the print production process including the application of new technologies	1,2,3
	Excellent working knowledge of print finishing equipment	1,2,3
	Excellent working knowledge of health and safety guidance and regulations	1,3
	Sound working knowledge of IT applications including Microsoft Teams, OneDrive, and Office solutions	1,3
	Proven problem-solving skills	1,3
	Demonstrates enthusiasm and proactivity	1,3
	Ability to prioritise own workload	1,3
	Ability to use own initiative	1,3
	Flexible and able to adapt to a changing work environment	1,3
	Ability to manage deadlines, negotiating change using expertise and knowledge as appropriate	1,3
	Works with tact and discretion	1,3
	Work individually or as part of a team	1,3
	Good written and communication skills	1,3
	Excellent attention to detail	1,3
Training	Show a willingness to undertake further training and to adopt new procedures as and when required	1,3
	Show commitment to maintaining quality control procedures	1,3
Qualifications	GCSE standard of education, including grade 4/C or equivalent in Maths and English.	1,3
Other	Show commitment to always observing the University's Equal Opportunities policy	1,3

	Requirement to work flexibly, as part of a rota, and occasionally outside of the normal opening hours of 9am to 5pm, Monday to Friday	1,3
	Working locations will be flexible and varied	1,3
	This is a physical and active role	1,3
	Full UK Driving Licence	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a customer services environment	1,3
	Experience of using an e-commerce solution	1,3
	Experience of preparing files for print on both PCs and Macs	1,3
	Experience of using a web to print solution	1,3
	Experience of using an enquiry handling system	1,3
	Experience of signage installation	
Qualifications	Vocational qualification in relevant related subject or equivalent professional qualifications	1,3
	Print apprenticeship	1,3
Training	Manual Handling Training	1,3
	Appropriate Health & Safety Training	1,3

### Conditions of Service

The position is FULL TIME and OPEN-ENDED.

Salary will be on Technical Services Grade 4 £23,700 to £27,181 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5 details of which can be found here.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found here. The University offers a wide range of employee benefits which can be found here.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus.

The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan>