

## **JOB DESCRIPTION**

**Post:** Print Services Technician  
**Grade:** Band C **Job Evaluation Ref:** JE27  
**District/Department:** Estates  
**Sector/Section:** Printing Services  
**Location:** PHQ, Martlesham Printing  
**Reporting to:** Print Services Supervisor

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To work as a member of a flexible multi-functional print and design services team providing an effective print service for both Norfolk and Suffolk Constabularies.

### **2. Main activities of the role (*This list is not exhaustive*)**

- Operate mono and colour digital print engines, including first-line fault finding and maintenance
- Interpret technical make-up of print orders to select correct stock and sequencing, including programming of the 'Fiery' controller
- Operate various print-finishing and ancillary equipment (e.g. folder, guillotine, punch, perforator, collator, binder, saddle stitcher etc.)
- Check all work to ensure accuracy
- Prioritise, coordinate and schedule work
- Process orders from receipt to dispatch
- Deal with customer enquiries
- Operate a networked PC and have a broad knowledge of software packages
- Use computer graphic design tools for basic design
- Use numbering and bar coding software
- Ensure effective quality control of work
- Provide support to other members of Printing Services
- Any other duties that are commensurate with the role and grade as may be requested by line management.

### **3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.

- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

## **PERSON SPECIFICATION**

**Post:** Print Services Technician  
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**Location:** PHQ, Martlesham Printing

### **Essential Criteria**

1. Educated to at least GCSE level with passes in Maths and English
2. Good IT skills and working knowledge of Microsoft Office Suite
3. Ability to continually learn new skills and to work with a positive attitude
4. Ability to handle packages/boxes of print and paper

### **Desirable criteria**

1. Familiarity with Adobe InDesign, Acrobat Pro & Photoshop and Bartender or similar graphics packages
2. Excellent knowledge of Microsoft Excel
3. Experience working within the print industry