

Apprentice Digital Printer (Including Pre-press & Artwork)

Job Ref: 19301

We are looking for motivated, enthusiastic people to join us on an apprenticeship programme. If you're looking for the opportunity to follow a stimulating and rewarding career, come and work with us as an Apprentice Digital Printer in Xentrall Shared Services (a public sector partnership between Stockton-on-Tees Borough Council and Darlington Borough Council).

Hours of Work
Contract Duration
Location of Work
Salary / Wage

37 hours per week
Fixed Term -18 months
Municipal Buildings, Stockton-on-Tees Town Centre

Age	Hourly Rate	Full Time annual Salary
Under 18	£4.35	£8,392
18 -20	£6.15	£11,865
21 - 24	£7.70	£14,855
25 and over	£8.21	£15,839

About Us:

Xentrall is a ground breaking public sector partnership between Stockton-on-Tees Borough Council and Darlington Borough Council. It was set up to deliver key back office transactional services. Stockton and Darlington Councils are neighbouring unitary authorities which have a culture of innovation and service improvement. Xentrall works jointly with both Councils supporting them in the delivery of their services.

The services currently being delivered by the partnership are ICT, Design and Print, Transactional HR and Transactional Finance. The partnership was set up to deliver savings but there has also been investment in the partnership providing additional capacity to support each Council in the transformation of their services. Xentrall also supplies services to other organisations, including Academy Schools.

At SBC and Xentrall Shared Services we truly value our Apprentices. We recognise that Apprenticeships help us identify new talent, build new skills in our workforce and increase diversity in the workplace. Apprenticeship help us to develop our future skills, to enable us to deliver our ambitious plans whilst also assisting in shaping the apprentice's future.

Job Description:

Print is a trusted source of information, it can take many different forms and surrounds us all. If you want to be part of busy print production unit working within a challenging, fast-paced environment then this could be the place for you.

As an Apprentice Digital Printer based at our Xentrall Design & Print Production Hub in Stockton, Municipal Buildings you will support both Stockton-on-Tees and Darlington Borough Council with their varied Design & Print requirements. Working with both PC and Apple Mac, variable data software and a variety of print and finishing production machinery, this post will provide you with a great foundation for an exciting career within the Design & Print industry.

Essential Requirements:

All candidates are required to meet the essential requirements set out below. Please address in your application how you meet the following:

- Excellent IT Skills (PC or Mac),
- Have a creative outlook on work and the ability to solve problems logically,
- Experience working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative,
- Be self-motivated with a 'can-do' flexible approach to work,
- Good attention to detail and have the ability to copy/transfer information accurately,
- Ability to communicate both orally and in writing,

- Effectively able to follow both verbal and written instructions,
- Ability to provide a customer focussed service,
- Demonstrates the behaviours that underpin the Council's Culture Statement.

You must not hold an existing qualification at the same or higher level as this apprenticeship in a similar subject

Functional Skills (Level 2 / GCSE) in English, Maths and ICT are NOT essential, but will be required prior to completion of the apprenticeship.

Appointment will be subject to the following pre-employment checks:

- Medical Check
- Satisfactory reference.

Apprenticeship Qualification:

You will be given appropriate paid time off work, to attend College and work towards completion of your apprenticeship qualification.

Qualification – Digital Printer (PrePress and Artwork) – Level 2

Training Provider: BPiF - The British Printing Industries Federation

<https://www.britishprint.com/training-development/apprenticeships/design-pre-press/more/10744/page/1/digital-printing-pre-press-artwork-level-2/>

Future Prospects:

Upon successful completion of the apprenticeship, there is the opportunity to undertake a higher level apprenticeship qualification and the potential to secure a position within the Council for the right candidate to grow within the organisation.

How to Apply:

Please complete our Apprenticeship application form, and submit this to apprenticeships@stockton.gov.uk no later than the closing date of **Sunday 16th June 2019**.

Please ensure you refer to the essential requirements outlined in the advert, Job Description and Person Specification when completing the personal statement on your application, as this information will be used to shortlist candidates for the next stage of selection

<div><div>Xentrall</div><div>Shared Services</div><div>Delivering Excellence for All</div></div>		JOB DESCRIPTION	
Directorate: Xentrall Shared Services		Service Area: Design & Print	
JOB TITLE: Apprentice Digital Printer (Including Pre-press & Artwork)			
POST REFERENCE: 19301			
GRADE: Apprentice Rate of pay - Minimum Wage for Age			
REPORTING TO: Design & Print Manager			
1.	JOB SUMMARY: To be a member of a design & print team by assisting production with the use of digital and wide format printing presses, appropriate finishing equipment and to provide support in the provision of basic graphic design, setting work up for print and variable data, along with keeping administration updated as required all while supporting the required services of both Stockton-on-Tees Borough and Darlington Borough Councils.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	Be a part of a team of design and print professionals assisting with the effective and efficient delivery of a range of quality value for money design and print production services.	
	2	Utilise the design tools assigned to assist the design studio with basic graphic design work within the appropriate level of ability, skills and training.	
	3	Assist the Lead Print Production Operator with production of daily printing, copying, scanning and finishing, ensuring smooth progress of work from signed-off graphics, through production to despatch	
	4	Utilise the service's management information system(s) as instructed, ensuring that information is added in a timely and accurate manner, to facilitate the smooth transition of jobs through the unit and the production of service performance & costing information	
	5	Utilise relevant send-to-print or variable data production software in an effective manner to process allocated work from the design studio to the printing section's equipment	
	6	Ensuring that effective liaison and a customer focussed approach takes place as work flows across the service to provide customers with products and services which are to the required levels of quality and are delivered to agreed timescales	
	7	As part of the team, help to ensure that the overall service objectives are achieved in line with agreed standards, quality levels, budgetary constraints and timescales	
	8	To promote the Design & Print Service positively	
	9	To ensure that equipment as assigned is maintained appropriately and any issues arising are raised accordingly	

	10	To assist the Design & Print Manager and the Lead Print Production Operator in undertaking the necessary safety checks needed in the production environment as instructed to maintain a safe working environment which complies with the relevant health & safety regulations
	11	To assist in ensuring that the Design & Print office and production areas are kept in a clean, tidy and safe state in accordance with any regulations or risk assessments which may apply and, provide a welcoming area for customers
	12	To assist in the co-ordination of absences and working hours to ensure that appropriate levels of cover are available for the service
	13	To actively participate in both service based and Xentrall development groups as assigned and undertake any such personal development and training as may be deemed necessary to effectively the duties and responsibilities of the apprenticeship post
		To comply with appropriate design and print standards and procedures that reflect best practice

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Behaviour Framework, and Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)
Job Description agreed by: (Post holder)			

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Job Description dated May 2019

PERSON SPECIFICATION

Job Title/Grade	Apprentice Digital Printer (Including Pre-press & Artwork)	Apprenticeship Rates
Directorate / Service Area	Xentrall Shared Services	Design & Print
Post Ref:	19301	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Please note: You must not hold an existing qualification at the same or higher level (Level 2 or above) as this apprenticeship in a similar subject (Digital Printing).	Functional skills English & Maths Level 2 / GCSE Grade C (level 4) or above	Application
Experience	<ul style="list-style-type: none"> Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative. Demonstrable use of good computer literacy (PC or Mac) 		Application & Interview
Knowledge & Skills	<ul style="list-style-type: none"> Ability to prioritise work and meet deadlines Have a creative outlook on work and the ability to solve problems logically Good attention to detail Committed to excellent customer service ICT Skills 	<ul style="list-style-type: none"> Good knowledge or experience of a design and print environment. Good knowledge or experience of using industry standard design based or variable data software packages. 	Application & Interview

	<ul style="list-style-type: none"> • Ability to understand and apply regulations and written instructions. • Ability to communicate both orally and in writing. • Be articulate and able to converse confidently in a pleasant and professional manner. • Logical thinker to solve problems 	<ul style="list-style-type: none"> ▪ Awareness of imposition, pre-press and preparing artwork for production output. ▪ Awareness of equipment used in the provision of a professional printing production unit ▪ An understanding of services provided by local government. 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Committed to own personal development. • High personal standards of self-discipline in working to deadlines • Highly motivated, and not easily discouraged • Flexible approach to work 		Application & Interview

Person Specification dated

May 2019