

Person Specification

Job Title	Print and Post Room Technician
Grade	Scale 6
Service/Section	Print and Post
Directorate	Communities, Environment and Central

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
A good understanding of the issues affecting local government.	Desirable
Experience of handling confidential information – such as address data for the purpose of mail merging, incoming mail and sensitive documents, understanding of GDPR and it's importance in terms of the role, financial printing or local government printing	Essential
Experience of operating print and postal equipment.	Essential
Experience in all standard Microsoft office products.	Essential
Experience of dealing with incoming and outgoing mail.	Essential
Skills and Abilities	
Recognised formal training or experience in printing / postal / distribution /or finishing techniques, and the ability to be working on your feet for large portions of the day.	Essential
Ability to undertake a diverse range of work within the print and post department and respond positively to changing and time sensitive demands, manual handling ability essential	Essential
An understanding of the print process and post procedures.	Essential
Ability to handle queries and complaints with efficiency, confidence and tact.	Essential
A knowledge of the financial regulations in the context of a print and post room environment together with the Council's Health and Safety policies and Financial Regulations practices.	Desirable

A clear understanding and commitment to the Council's equal opportunities policies and the ability to support and promote these policies in carrying out the duties of the post.	Essential
Experience	
Experience of working in a print or post service, preferably in the public sector, or a recognised qualification and relevant experience.	Essential
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E