Print Finisher / Packer

DESIGN AND PRINT SOLUTIONS

Closing date: 18 March 2018
**Directors Introduction**

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

---

**Design and Print Solutions**

Design and Print Solutions is a commercial design and print business based at the University of York. We offer everything from branding and web design to high volume photocopying. The core of our customer base is University of York departments. However, due to recent success with some external customers the business is growing through word of mouth. We offer excellent service and quality whilst providing the University and local businesses with value for money. We pride ourselves on our hard working friendly team and are part of the larger YCL portfolio of businesses. All our profits are reinvested in the University of York.
**YCL**

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

YCL is continuously looking for new ways to support the University. In 2017/18 a new retail store and catering outlet will open for the use of students, staff, visitors and local residents.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources Central Administration and Marketing.

YCL was awarded IiP Silver in August 2014.

**Benefits Package**

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates
- Uniform provided

**Attractive Place to Work**

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

**The University**

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

**The City of York**

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles—just a few of many attractions.

But York isn’t just a great place to visit—it’s also a great pace to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.
Salary: £7,234.84
Grade: A1
Hours of work: 18.5 hours per week
Contract type: Open
Reporting to: Print Production Manager
Location: Osbalwick Print Unit

Main purpose of this role

- Basic print finishing and binding duties which includes operating the following equipment:
  - Rotary paper trimmer
  - Paper drilling machine
  - Automated creasing machine
  - Soft / comb / wire binding machines
  - Automatic stapler
- Carry out quality control checks to finished print products to ensure compliance with pre-determined quality standards
- Pack and label print products for despatch in line with standard operating procedures
- Assist the Digital Print Operatives by preparing paper stock ready for printing in line with job bag specification
- Maintain the production and packing area in a clean and safe condition
- Manual handling of printed goods, paper and other stock deliveries
- In the absence of the Delivery Driver, deliver print jobs around the University Campus and local external customers using a small delivery van
- Any other duty in keeping with the scope of the role
# PERSON SPECIFICATION

## ESSENTIAL

<table>
<thead>
<tr>
<th>QUALIFICATIONS</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Current, full UK driving licence with no endorsements</td>
<td></td>
</tr>
</tbody>
</table>

## KNOWLEDGE

<table>
<thead>
<tr>
<th>SKILLS / ABILITIES/ COMPETENCIES</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keen eye for detail and quality</td>
<td>• Knowledge of how to use print finishing and binding equipment</td>
</tr>
<tr>
<td>• Dexterous and ‘quick fingered’</td>
<td></td>
</tr>
<tr>
<td>• Well organised with the ability to prioritise tasks</td>
<td></td>
</tr>
<tr>
<td>• Ability to work effectively under pressure</td>
<td></td>
</tr>
<tr>
<td>• Ability to communicate effectively with other members of the team</td>
<td></td>
</tr>
<tr>
<td>• Ability to follow procedures</td>
<td></td>
</tr>
</tbody>
</table>

## EXPERIENCE

<table>
<thead>
<tr>
<th>PERSONAL ATTRIBUTES</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Previous print finishing, binding and packing experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL ATTRIBUTES</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Positive attitude to quality packing standards</td>
<td></td>
</tr>
<tr>
<td>• Good general health and physical fitness – must be able to lift, bend and stretch regularly as part of the daily regime</td>
<td></td>
</tr>
<tr>
<td>• Good time keeper</td>
<td></td>
</tr>
<tr>
<td>• Ability to work additional hours in response to business demands</td>
<td></td>
</tr>
</tbody>
</table>
How to Apply

Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference 6482
- Complete the online application form

You will need to submit your application by midnight (GMT) on 18 March 2018

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to be ready to show us how you meet the requirement of the job, either in a written statement and / or by answering questions.

The Company will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council website

Applicants aged under 18 year of age will only be offered 20 hours a week or less and they must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413/01904 328424