Apprenticeship in Digital Print

PRINT UNIT

Closing date: 29 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 part of York Conferences Limited, a wholly owned subsidiary company of the University of York.

We offer a high quality yet affordable service to departments, staff and students at the University of York, as well as external organisations.

We print and deliver a wide range of printed items around campus and the surrounding area while our design team create innovative and inspiring designs.
Salary: £13,408 per annum

Apprenticeship Level: 3

Hours of work: 37 hours per week Mon-Thurs 8.30am to 4.30pm /Fri 8.30am to 4pm

Length of apprenticeship: 24 months

Training Provider: British Printing Industries Federation

Reporting to: Production Manager

Location: Print Unit, Unit 5 Osbaldwick Ind Est, Osbaldwick, York YO19 5UX

Main purpose of this role

During the fixed term period, you will participate in structured and supervised training to achieve a level 3 qualification.

Key responsibilities and duties:

Role holders will be required to undertake some or all of the duties over the course of their apprenticeship:

- To study to complete level 3 apprenticeship.
- To attend all training required under the apprenticeship framework and company policies.
- To complete a log of all training and activities in accordance with the course framework.

Your on the job training will include:

- Digital file handling, setting up, calibrating and running a digital press.
- Trouble shooting both simple and complex problems
- Identifying different papers and card used for print
- Quality checking and packing, understanding the importance of producing quality print.
- Use of various types of post print finishing equipment

The list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.

Working conditions:

You will be based in the print unit and work as part of a team.

You will be allocated an experienced team member who will mentor and support you.

Due to the nature of the role you will be on your feet for a good proportion of the day.

The post involves a small amount of light manual handling (training will be provided).

Attendance for the level 3 will form part of your working week and all course fees will be funded by the company.
## PERSON SPECIFICATION

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<th>QUALIFICATIONS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<td></td>
<td>• Successful completion of the training providers entry requirements and assessment</td>
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<th>SKILLS / ABILITIES/ COMPETENCIES</th>
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<td></td>
<td>• An efficient understanding of using a PC</td>
<td>• Competent in using Adobe InDesign software</td>
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<td>• Competent in using Adobe Acrobat and Windows 10 software</td>
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<td>• Ability to control own workload with effective organisation and planning skills.</td>
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<td>• Effective customer service skills.</td>
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<td>• Hard working and dedicated with the ability to work under pressure.</td>
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<td>• Ability to work as part of a team and display ability to use own initiative.</td>
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<th>EXPERIENCE</th>
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<td></td>
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<td>• Experience of working in a print environment</td>
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<th>PERSONAL ATTRIBUTES</th>
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<td></td>
<td>• Keen to learn new skills</td>
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<td>• Confident and pro-active</td>
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<td>• A keen eye for detail</td>
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<td>• “Can do” attitude - problem solving</td>
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How to Apply

Online

- Go to https://jobs.york.ac.uk/ycl
- Complete the online application form

You will need to submit your application by midnight (GMT) 29 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

Help and assistance

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