

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

JOB DESCRIPTION

JOB TITLE	Corporate Apprentice – Graphics and Print
SERVICE AREA	Central and Community Services
SECTION	Communications
POST NUMBER	FT

MAIN PURPOSE OF JOB

To undertake an agreed programme of training and to perform a range of duties within the Graphics section and Printroom. During the training period you will use the knowledge and skills you obtain through your training to develop relevant practical skills/experience which will be applied in the workplace.

KEY AREAS

1. To complete the Intermediate Level Apprenticeship (ILA) IT Application Specialist.
 2. To obtain a thorough knowledge of Graphics and Printroom
 3. To obtain a thorough knowledge of Business Administration.
 3. To apply practical experience gained in the areas detailed below to help produce and print marketing and other materials :
 - Using InDesign, Photoshop, Illustrator and Quark
 - Developing creative design solutions
 - Using all printing and finishing equipment
 - Liaising with clients and/or suppliers and engineers by phone, email and face to face.
 - Clerical duties.
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MAIN DUTIES

1. To undertake all graphics or Printroom duties allocated by your supervisor as effectively as possible and ensuring required standards are met.
2. To undertake all clerical duties allocated by your supervisor as effectively as possible and meeting the required standards.
3. To communicate effectively with your supervisor and colleagues at all times, in particular with regards to progress of work.
4. To follow up and progress any actions required by your supervisor as necessary to ensure that service requirements are met.
5. To observe all Health and Safety at Work Regulations and to report any hazards to your supervisor.
6. To work effectively as part of a team.
7. To ensure that any information collected, recorded, analysed or reported whilst undertaking the duties of this post is reliable, accurate, timely and in accordance with the principles of the Council's data quality strategy.

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PERSONAL SPECIFICATION

JOB TITLE	Graphics and Print Apprentice
SERVICE AREA	Central and Community Services
SECTION	Communications
POST NUMBER	FT

MAIN PURPOSE OF JOB

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CRITERIA FOR SUCCESSFUL PERFORMANCE IN THE JOB

Knowledge

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|-------------------------|---|
| <i>Essential</i> | <ul style="list-style-type: none">- A genuine interest in graphic design, print and finishing work- GCSE English and Mathematics (or equivalent) pass mark of C or above in both subjects.- GCSE (or equivalent) in design, art or other relevant subject- A good knowledge of Word, Excel and any design software |
| <i>Desirable</i> | <ul style="list-style-type: none">- To have taken part in office based work experience.- To have a general understanding of how the Council works |

Skills

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|-------------------------|---|
| <i>Essential</i> | <ul style="list-style-type: none">- Good communication skills- Good IT and keyboard skills with experience of using Word, Excel and any design software.- Good time management skills to include good attendance and punctuality. |
| <i>Desirable</i> | <ul style="list-style-type: none">- The ability to listen and to communicate with a wide range of people- Evidence of completing projects and course work to set deadlines. |

Attitude

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|-------------------------|---|
| <i>Essential</i> | <ul style="list-style-type: none">- Able to work within a team- Able to cope with pressure.- An adaptable approach to working hours and duties.- Ability to get to place of work and all courses that they are required to attend.- Highly motivated with a commitment to Equal Opportunities.- Willingness to acquire and develop necessary skills through relevant training. |
| <i>Desirable</i> | <ul style="list-style-type: none">- Ability to use own initiative.- Evidence of having taken part in team work (e.g. Duke of Edinburgh's Award) |