

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	County Print Finishers Team Leader
Salary:	£34,728 - £37,890 per annum
Grade:	11
Hours:	37
Team:	Oxfordshire Employment: County Print Finishers
Service Area:	Adult Social Care
Primary Location:	Central Oxford
Budget responsibility:	None
Responsible to:	Team Manager, Oxfordshire Employment
Responsible for:	Staff in Grades 3-8

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- To enable County Print Finishers to provide both excellent support to individuals and commercial services to BS15713 and ISO9001 certification standards
- Lead and line manage both customers who work for us (our Supported Workforce) and the print technical/support team, ensuring individual skills and attributes are met and supported.
- The post holder will be responsible for ensuring that they work within departmental policies, procedures and guidelines including, but not limited to: Data Protection Act, Confidentiality and Information sharing protocols, Oxfordshire Multi Agency Safeguarding Procedures and that these are adhered to and concerns raised in accordance with the policies. The postholder has a key role, as delegated by their line manager, in managing site health and safety.
- Take responsibility for operational management tasks, including one to one sessions, staff performance monitoring processes, overseeing the operation of print management software and deploying the necessary trade skills to ensure that services are safely and effectively delivered.
- The post holder will support the Team Manager and the Employment Service Contract Delivery Manager in delivering safe and effective leadership and management across Oxfordshire Employment's operations.

## Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

### 1. Ensuring statutory requirements are met:

- To be responsible for the operational management of the service ensuring that all monitoring and performance standards are met in relation to health and safety within delegated responsibility
- Ensure that standards in relation to, but not limited to, BS15713 accreditation, ISO9001 certification, statutory staff training and external funding requirements are met.
- Be responsible for the supervision and line management of an agreed number of staff in accordance with organisational policies.
- A commitment to equality and disability confidence, whilst ensuring that individuals are safeguarded in the workplace.

### 2. Ensuring commercial services are delivered on time and to high quality standards

- To be responsible for the daily operation of County Print Finishers.
- Lead and mentor colleagues to deliver high quality print, print finishing, data destruction and packaging services.
- Support the team manager to secure and deliver new commercial opportunities through a 'can do' approach to commercial operations.
- Maintain a positive team atmosphere in line with organisational policies and guidance.

### 3. Professional Leadership and working

- Lead as well as manage people by mentoring and developing the competency of others
- To complete additional training and development as necessary to maintain the necessary skills to deliver the role.
- Mentor team members to develop new skills and competencies to respond the changing commercial environment.

### 4. Business Development

- To contribute to the development of the service by sharing new ideas and supporting the management team to continuously develop County Print Finishers' services.
- To take opportunities to network and develop new professional relationships with individuals, commercial organisations and potential funders.

### 5. Performance

- Take ownership of and responsibility for delivering against team and individual performance targets.
- Make evidence-based decisions on the commitment of financial resources within the scheme of delegation.

### 6. Equal Opportunities / Diversity

Oxfordshire County Council is committed to an Equal Opportunities Policy, which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to other employees and individuals they work with.

### 7. Health and Safety

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee supporting/caring for service users you are expected to:

- Undertake health & safety training and promote a positive and pro-active health and safety culture.
- Ensure you are familiar and comply with the Council's health and safety policies and procedures - this will include being fully responsible for vehicle safety checks and robust risk management under the delegation of the Team Manager
- Ensure that risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable.
- Follow all appropriate safety instructions and use safety equipment provided and ensure your work is carried out with due regard for the health and safety of yourself and others (employees, customers, public etc.);
- Be aware of safety requirements of individual customers and share knowledge across the team you have responsibility for
- Conduct monitoring and proactive inspections of the workplace for which you have responsibility for: ensure that service users, staff and contractors working on your site are supported to ensure their health, safety and wellbeing
- Support your line manager in the delivery of good health and safety practice and the minimising of risks and ensure you draw to managers attention health and safety problems you may have about particular situations or individuals or deficiencies in the workplace;
- Ensure any practice which may threaten the health, safety and well-being of customers is brought to the attention of management: (accidents, incidents and near misses) must be reported with a view to preventing a recurrence.

**The nature of this post will require flexibility to meet service needs as they arise which may include some work outside normal office hours including responses to emergencies.**

**The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.**

**The post holder will be based at County Print Finishers' premises, currently at Graham Hill House, Ferry Hinksey Road, Oxford OX20BY.**

**From time to time you may be asked to work at a different location to cover operational needs. Oxfordshire County Council is re-organising accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location.**

## **Section B: Selection Criteria**

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

<b>Essential Criteria</b>	<b>Assessed By:</b>
<p><b>Educational Achievements, qualification and training:</b></p> <ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills, including experience of using print management software including Tharstern Suite.</li> <li>• Certificated print industry training or experience in and area of expertise such as production, design, finishing or reprographics.</li> <li>• A proven record of successful team management.</li> </ul>	A, I, T, D
<p><b>Experience, knowledge, understanding and skills:</b></p> <ul style="list-style-type: none"> <li>• Significant experience of work in small to medium sized print operations, understanding of current trends, a strong understanding and commitment to health and safety.</li> <li>• Experience of working directly with customers, and within agreed targets.</li> <li>• Ability to draw upon and promote professional values and ethics.</li> <li>• Skills in record keeping and report writing in line with Departmental requirements and ensure that records are sufficiently robust to withstand legal challenge.</li> </ul>	A, I
<p><b>Management of People and personal qualities:</b></p> <ul style="list-style-type: none"> <li>• Ability to operate in a climate of change and to embrace new ways of thinking and working</li> <li>• Stays calm under pressure</li> <li>• Able to work as part of a team as well as on own, using initiative</li> <li>• Accepts and responds to constructive feedback</li> <li>• Highly organised with a solutions focused, logical and innovative approach to challenges</li> <li>• Is prepared to constructively challenge assumptions in decision making, seeking other people's views and opinions</li> <li>• Considers the impact on others when making decisions</li> <li>• Is available and approachable and takes time to consult and communicate with sensitivity and understanding</li> <li>• Ability to positively and clearly communicate to a wide range of people</li> <li>• Actively supports and contributes to the flow of communication through the organisation</li> <li>• Prioritises clearly and appropriately in order to meet agreed targets and deadlines</li> <li>• Supports the team to deliver against service plans</li> </ul>	A, I
<p><b>Strategic Awareness:</b></p> <ul style="list-style-type: none"> <li>• Awareness of and ability to articulate the broad organisational goals and outcomes</li> </ul>	A, I
<p><b>Equal Opportunities:</b></p> <ul style="list-style-type: none"> <li>• Commitment to and understanding of the principles of Equal Opportunities for all in employment and the delivery of services</li> <li>• Acknowledges, respects and responds to individual differences and diversity requirements</li> </ul>	A, I

Desirable Criteria	Assessed By:
<b>Leadership and management:</b> <ul style="list-style-type: none"> <li>A professional leadership or management qualification</li> </ul>	D
<b>Team management:</b> <ul style="list-style-type: none"> <li>Good report writing skills</li> <li>Experience of financial management and budgeting on a small scale</li> <li>Problem Solving: Ability to identify whole system problems and propose solutions</li> </ul>	A, I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).



<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input checked="" type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input checked="" type="checkbox"/>	Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input checked="" type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

