

# ROLE PROFILE

Role Profile			
<b>Job Title</b>	Print and Mail Room Assistant		
<b>Section</b>	Print and Mail	<b>Department</b>	Business Support
<b>Reports to (Job Title)</b>	Print and Mail Team Leader		
<b>Suitable for Job Share (Y/N)</b>	No	<b>If No state reason</b>	
<b>Location</b>	Delt Offices	<b>Shift Pattern</b>	On occasions
<b>DBS check required</b>	Yes		

<b>Job Purpose</b>	To work across all areas of the Print and Mail service to ensure service outcomes are met. Required to process internal and external mail, document handling, print and print finishing to a defined set of procedures.
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<b>Accountabilities</b>	<p>The accurate processing of all incoming and outgoing mail including deliveries and scanning.</p> <p>Handling of documents to ensure information security standards are maintained.</p> <p>Support the production of printed work by print finishing including folding, booklet making etc</p> <p>Work as a courier as required.</p> <p>Safe operation and maintenance of equipment to enable efficient use.</p> <p>Recording of print work to ensure invoices are raised.</p> <p>Undertake other duties appropriate to the post.</p>
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<b>Experience, Knowledge, Skills and Qualifications</b>	<p>Full UK Driving Licence - This role will on occasion be used to provide additional capacity as a courier, therefore the ability to drive is essential.</p> <p>3 GCSEs Grade (A*-C) or equivalent in English and Mathematics, or equivalent work experience.</p> <p>Experience of using business equipment and machinery</p> <p>Some knowledge of the use of IT in a business environment.</p> <p>Commitment to personal and professional development.</p> <p>Numerical skills to enable accurate record keeping and data collection</p> <p>Ability to work to a deadline, sometimes under pressure</p> <p>Good visual acuity to review quality of printed documents</p>
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	<p>Ability to use complex equipment</p> <p>Time management skills to prioritise work appropriately, be punctual and meet deadlines.</p> <p>Demonstrate a positive can-do attitude in line with Delt's Values</p>
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<p><b>Corporate Standards</b></p>	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delts policies and procedures</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation</p> <p>In a people first environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behavior for them and their team(s).</p>
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