

A Day in the Life.....

Print Production Officer within the IT Service

The IT Service comprise of 4 different areas.

- Support & Delivery and Document Solutions – provide 1st and 2nd level support and be the primary channel for all ICT services, together with providing proactive support through dealing with system events and preventing outages supporting the services of the Council with IT and printing/delivery services. Day to day management of the production environment including data centre, storage, backup/restore, schedules, active directory updates, and management of access permissions. Print and distribution services across the Council.
- Applications & Digital– Provision of technical expertise in enterprise, line of business, web and digital by default applications, responsible for the maintenance, development and integration of systems, and for ensuring appropriate detailed analysis as part of the delivery of new systems.
- Technical Infrastructure & Innovation – Provision of advanced technical expertise in Systems Architecture; servers (physical, virtual and cloud), connectivity (voice, data and unified), end user devices, and managing cyber security to defend the Councils systems and data, responsibility for database administration activity, IT Security, IT Directory, storage and backup services.
- Liaison, Planning & Change – supporting the Technology Strategy and collaboratively working with the Council and partners, supporting and managing IT projects understanding the objectives of the services areas of the council and the bringing forward and transformational opportunities through existing, evolving and emerging technology.

The Print Production area of Document Solutions provides a key role in the council committed to delivering Digital by Design transactions alongside hybrid printing and mailing facilities which will significantly reduce the amount of paper-based mail handled between buildings and sent externally from the council. You will be part of a small flexible team that produces high quality printed and digital materials using modern IT design and print systems.

The service is located at Red Doles Lane, Huddersfield.

Here are a few examples of the request that you will be asked to carry out.

- You will ensure digital workflow services are effectively designed and delivered around customer needs.
- You will operate mono and colour printing presses, large format printers, and ID card machines.
- You will handle information and data from across the council in a confidential manner for inclusion in mass mail and email operations, ensuring mail is collated in the most cost-effective way.
- You will operate print finishing equipment including binding, sealing, folding, enveloping and cutting.
- On occasion you will also be involved in several mail process's including the sorting and distribution of mail between Kirklees Council buildings, schools and other traded service locations.

If you like to work in an innovative, technical world of IT supporting our vision with the Technology Strategy, then this just may be the position you're looking for.