

Job title: Print Room Supervisor	
Classification: Band 4 (no annualised)	Effective Date:
Reports to: Coordinator Governance	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To provide efficient, high-quality photocopying and finishing for the whole organisation, meeting appropriate deadlines. To also maintain and supervise all equipment located within the Print Room, including purchasing requirements for all paper, envelopes, etc, for the organisation.

Key Responsibilities

Position Specific Responsibilities

Agenda and Minutes

- Recognising the corporate goal necessity to produce Council's business papers accurately and meet required timelines for delivery.
- Accommodate into the work schedule requests of senior staff, frequently with little or zero advance notice.
- Ensure confidential business reports are handled appropriately.
- Ensure production of documentation to meet a non-negotiable delivery schedule.

Maintenance and Equipment

- Perform routine maintenance of Kodak Imagesource 100 machine and liaise with appropriate service people where required for major equipment failures.
- Supervise use of and maintain in good order all other equipment located within Print Room and used by the whole organisation.

Other Duties

- Record for recharging purposes, all printing complete for the entire organisation, issue user codes for Kodak and colour copier and monitor usage.
- Order, receive and account for all paper and finishing products associated with the Print Room Operation.
- Manage maintenance of toner, paper and ancillary products required for the equipment in the room – colour photocopier, binder, laminator, folding machinery and bursters.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.

- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Authority: the Print Room Supervisor is accountable for:

- Accurate, quality output of photocopying.
- Ordering of paper and other Print Room consumables.
- Maintaining all equipment located within the Print Room and providing consumables for same.
- Maintaining the high-speed copier and other print room equipment, with minimal downtime.
- Training of users of equipment, issue of PIN codes to selected users.
- Development of imaging and microfilming in relation to records management system.

Budget: Not stated.

Staff responsibility: Equipment usage

Judgement and Decision Making

- Ability to appropriately manage confidential information.
- Ability to meet tight timeframes and remain on duty at critical times until agendas are finished and ready for distribution.
- Ensure correct quantities of paper and stock ordered to meet operational requirements and maximise purchasing power.
- Negotiate/discuss with internal customers on the most appropriate methods of copying and presentation and costs thereof.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- A valid Victorian driver's licence.

Qualifications and Experience

- Familiarity with Council business paper cycles and delivery responsibilities.
- Use of computerised ordering, stock management and cost allocation systems.
- Arrange maintenance of all equipment located within the Print Room, including the Kodak Imagesource 110 copier.

Technology:

- Experience in the operation of high-speed computerised photocopiers, binders, staplers, colour copier, folding machinery, laminator and other print room equipment.
- Computerised ordering and receipt of stocks.

Interpersonal Skills

- Recognised as a team player.
- Constant reprioritising to accommodate changing situations at very short notice.
- Negotiate and liaise with both internal and external customers and suppliers to ensure most appropriate results are achieved.

Key Relationships:

Internal Liaisons

The incumbent liaises with management and staff levels, up to and including Directors.

External Liaisons

Community groups for printing, sales representatives, equipment repairers, and suppliers of materials for the Print Room.

Management Skills

- Ability to prioritise photocopying to meet organisation's timelines
- Ability to plan and organise work direct supervision.
- Knowledge of and commitment to the principles of equal employment opportunity.
- Knowledge of OHS requirements in operation of equipment.
- Negotiate and liaise with both internal and external customers and suppliers to ensure most appropriate results are achieved.

Key Selection Criteria

- Ability to efficiently operate high speed photocopiers, binders, staplers and other print room equipment.
- Ability to undertake a variety of tasks within tight time frames with minimal supervision and tolerance of rapidly changing situations.
- Evidence of a commitment to quality and customer service for internal and external customers.
- Computer literacy for purchasing and cost allocation.
- Priority negotiation handling with large numbers people concurrently.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms			
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.			
Standing Tasks involve standing in an upright position			
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another			
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
<p>Keyboard Duties</p> <p>Tasks involve sitting at workstation and using computer.</p>			
<p>Satisfactory Vision</p> <p>Standard of vision required equal to that required for driver's licence</p>			

Any other relevant comments:

- Short listed candidates may be required to attend a pre-employment medical examination.
- A current driver's licence that meets the requirements of Vic Roads is essential.
- May be required to attend out of hours meeting.