

The Educational Institute of Scotland

JOB DESCRIPTION

Job Title: Reprographic Digital Printer /Graphic Designer

Job Purpose: To assist with the day to day running of the Print Department, operating a digital colour press, a mono digital press to specified standards and various print finishing equipment.

To produce graphics for use in printed publications and online media in order to maintain and raise the profile of the EIS.

Major Tasks: Printing and document finishing

Design of posters, leaflets, publications etc. Producing web and social media graphics.

Main Duties: PRINTING AND DOCUMENT FINISHING

Assist in all aspects of print production using colour and mono digital presses and a range of print finishing equipment including guillotine, folder, booklet maker, and fulfil envelopes using dedicated mail inserter.

GRAPHIC DESIGN

Ensuring a consistent identity across all printed materials, produce creative and innovative design for use in all EIS publications including posters, leaflets, publications, promotional and conference materials. materials.

Produce graphics for website and social media.

Other Duties: Order and maintain stocks of print materials including paper, toner, inks, envelopes, etc..

Maintain an in-depth knowledge of digital print graphic software including Indesign, Photoshop, Illustrator and an interest in emerging technologies in print and new media.

Sources of Work: Work is received from all EIS HQ departments and from Area Offices and Local Associations.

Work is prioritised by the postholder in consultation with the Head of the Reprographics Department.

Supervision: Supervision is provided in the first instance by the Head of the Reprographics Department. The Accountant is the senior manager with overall responsibility for the Department.

Person Specification

- Experience of operating digital printing presses, preferably Konica Minolta Accurio.
- Experience of operating various print finishing equipment.
- Experience of and interest in graphic design.
- Creative thinker able to produce new ideas and concepts.
- Strong verbal and visual communication skills.
- Ability to meet tight deadlines and manage multiple projects simultaneously.

Essential Experience, Knowledge and Skills

1. Experience of operating digital printing presses
2. Experience of operating various print finishing equipment
3. Experience of graphic design
4. Ability to plan own work schedule
5. Excellent communication skills

It is also desirable for candidates to

1. Be educated to SQA higher grade or equivalent.
2. Have experience using Adobe Suite
3. Have experience using InDesign, Photoshop and Illustrator
4. Operate a mailing machine

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent, full-time position based at 46 Moray Place, Edinburgh. The postholder will report to the Administrative Assistant Grade A for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £39,405 with increments over 4 years to £44,544. The salary on appointment will be £39,405 per annum with increments payable annually from the 1st April thereafter until the top point on the salary scale is reached.
3. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 9% of salary. The Scheme provides for annual increases in pensions in line with RPI.
4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. Administrative Assistants are entitled to 23 working days' annual leave (rising to 32) in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the Line Manager. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
6. Core working hours are 35 per week. However, the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the time and location at which work is carried out, subject to the overall requirements of the EIS and its members. The office is open 8.00am to 6.00pm Monday to Friday.

The post-holder may also be required to work such additional hours as may reasonably be required from time to time, subject to the giving of reasonable notice. Overtime will be paid where such out of hours working cannot be accommodated within the post holder's 35 hour working week.

7. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising incrementally to, after 5 years of service to six months of full salary and six months of half salary.

Appointment Timetable

The closing date for receipt of applications is Tuesday 6th February 2024. It is envisaged leeting will take place on Thursday 8th February 2024 and that interviews will be held on Wednesday 14th February 2024.