East Lothian Council

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Print/ Mail Unit Assistant	**JET CODE: 7918**
DIVISION: Council Resources	
SERVICE/BUSINESS UNIT: Corporate Support/Communications	
REPORTING TO: Service Manager - Communications	
RESPONSIBLE FOR: N/A	

JOB PURPOSE:

To provide a fast and efficient delivery service throughout the county, working to agreed time limits. Contribute to the Councils Courier service by delivering mail to outlying Council premises within East Lothian.

To handle incoming and outgoing mail using agreed processing methods.

Assist in the Print Unit alongside the Printer & Senior Print Assistant in processing orders, packaging completed print jobs ready for dispatch etc.

MAIN DUTIES:

Delivery and collection of mail via established courier runs across East Lothian throughout the day.

Delivery of urgent mail or packages to Edinburgh or other areas not serviced by regular courier runs.

Scanning of inbound mail and electronic distribution to appropriate department(s)/individuals.

Cataloguing, storing, and destroying scanned inbound mail on a cyclical basis.

Franking of mail.

Maintaining Franking machine accounts.

Delivery and uplift of archive boxes/files to and from archive store.

Delivery of printed materials from the Print Unit to schools and corporate offices.

Collection and disposal of confidential wastepaper from local schools and offices.

Delivery of essential handwashing stations in an emergency situation to ensure the continuation of statutory services

Assisting with essential Facilities Management activities if necessary, at John Muir House eg fire alarm testing.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- The Jobholder must hold a full current Cat B driving licence.

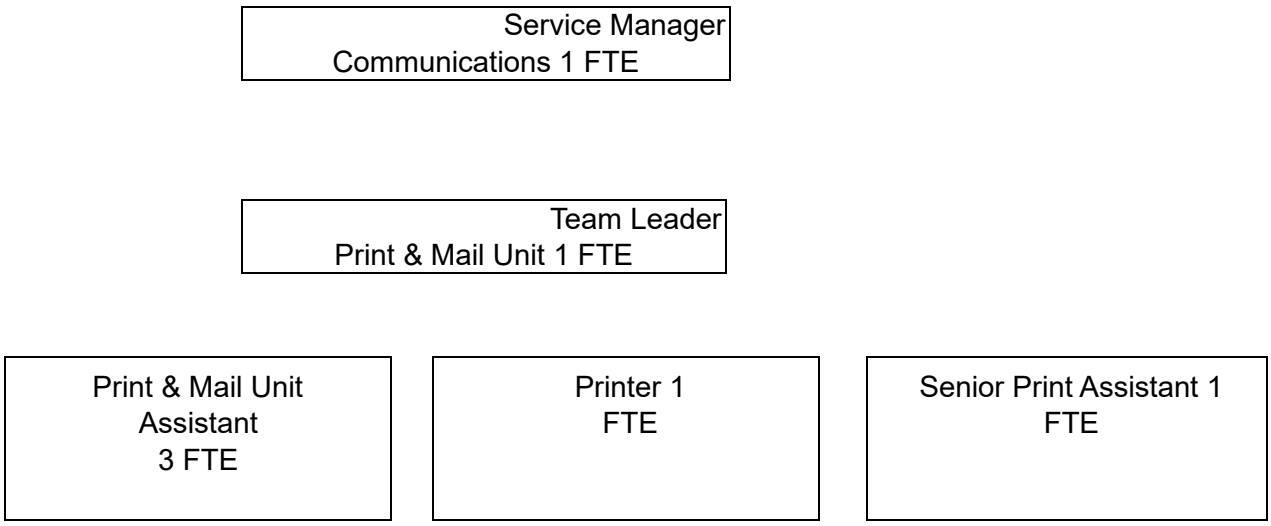
Disclosure Scotland:

- None

Scottish Social Services Council:

- None

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**

Education, Registration & Training	A good general standard of education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. Current full CAT B driving licence.	Manual Handling training.
Previous Experience (Paid & Voluntary Work)	Previous experience in a front line service dealing directly with clients/ customers.	Experience of a similar type of work.
Knowledge/ Skills /Competencies	Effective verbal and written communication skills. Effective organisational and time management skills. Ability to prioritise workloads.	Basic IT skills
Personal Qualities	Ability to work flexibly as part of a team and on own initiative. Customer first approach. Ability to work in a fast paced environment and meet deadlines	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	