

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Job Title:	Print Operator
Classification:	Parliamentary Service Level 2
Office	Parliamentary and Business Information Services

Security Assessment:	Not assessed
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About the Section

The Parliamentary and Business Information Services section, within the Office of the Serjeant-at-Arms, is responsible for enabling the work of the House of Representatives and its Committees, through the provision of a range of information services and content development activities. The section supports a range of internal and external stakeholders.

The Information Management and Services team are responsible for developing and implementing strategies that underpin the use of the Department's information resources, including its records, business systems and websites. This team also oversees hard copy print services for Chamber, Members, Committees and other internal requirements.

Duties

1. Under general direction of the printing supervisor undertake the following:
 - a. operate high volume digital printing equipment;
 - b. perform routine maintenance on printing equipment and advise on maintenance requirements;
 - c. solve basic problems associated with the production of documents and make recommendations on the advice to be forwarded to clients regarding such solutions;
 - d. use job submission software to process work to printing devices.
2. Under general direction of the printing supervisor undertake finishing tasks including hand and machine collating, saddle stitching, comb-binding, padding, and packing for despatch.
3. Perform delivery services to internal clients and to external providers.
4. Provide advice to departmental staff and other clients on printing matters, when required.

Duty representing highest function:	ALL
Immediate supervisor:	Printing Supervisor, Parliamentary Service Level 3

Approved:

Serjeant-at Arms

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Selection Criteria

Print Operator

Parliamentary Service Level 2

Parliamentary and Business Information Services

1. Demonstrated ability and experience in operating high volume digital printing equipment, including processing printing jobs received in both hard and electronic copy form.
2. Demonstrated ability and experience in performing a range of finishing tasks including guillotining; machine collating, folding, binding and routine maintenance.
3. Demonstrated ability to work in a team environment.
4. Demonstrated client service and liaison skills.
5. Demonstrated ability to perform delivery services internally and externally.
6. Knowledge of Work Health and Safety issues related to the work area.

Note: The parliamentary employee assigned to these duties may be required to work extended hours during sitting periods of the House of Representatives and must possess a current drivers licence.

Approved:

Serjeant-at-Arms