



Digital Document Officer (ICT)

Fixed Term Role (24 months)

Honiton - Office based

At Strata, we are passionate about our people, our technology and our role in delivering high-quality digital services for our council partners. As a Local Government owned organisation, we place integrity, collaboration, and service excellence at the heart of everything we do, creating an inclusive environment where everyone can contribute and develop.

We have an exciting opportunity for a **Digital Document Officer (ICT)** to join our Document Centre team on a Fixed Term contract. In this role, you will provide an efficient and accurate document management service, handling a range of document-related tasks including incoming and outgoing post, digital printing and finishing, scanning paper records, indexing electronic documents and completing quality checks.

You will help ensure that documents are produced, captured, stored and distributed correctly, securely and in line with agreed procedures, confidentiality requirements and service deadlines.

Key Responsibilities include:

- Process incoming and outgoing post, operate posting equipment and process related information.
- Print documents using digital printers and complete binding and finishing using specialist equipment and hand-finishing techniques.
- Scan paper documents, index electronic records accurately and ensure captured digital images are quality checked.
- Contribute to team performance through service planning, annual appraisal and team meeting processes.

Your Experience

You will demonstrate experience or understanding of:

- Working in an administrative, document handling, print, scanning, post room or similar operational environment.
- Using scanning software, digital printers, photocopiers, postal equipment or binding and finishing equipment.
- Following procedures and quality checking work to ensure accuracy, consistency and confidentiality.

The Essentials

You will have:

- A good standard of general education, including English and Maths at GCSE grade C/4 or above, or equivalent literacy and numeracy gained through experience.
- Confident IT skills, including use of Windows-based applications and the ability to learn new systems quickly.

What's in it for you?

We offer a competitive package which includes:

- Salary from £25,989 to £28,598 (FTE)
- Significant employer contribution to the Local Government Pension Scheme
- 30-hour working week
- 29 days' holiday per annum (pro-rated)

If you feel you have the blend of skills that we require and would like to apply for this role, please send your CV with a covering letter to Jayne.Coppin@Strata.Solutions. Closing date: Wednesday 16th September 2026.