
JOB DESCRIPTION

POST TITLE: Digital Document Officer ICT – Fixed Term 24 months

REPORTS TO: Document Centre Manager

RESPONSIBLE FOR: No Direct Reports

GRADE & SALARY **Grade 2**

OVERALL PURPOSE OF ROLE:

To provide an efficient and accurate document management service by handling and completing a range of document-related tasks, including processing incoming and outgoing postal items, operating digital print and finishing equipment, scanning paper records, indexing electronic documents and carrying out quality checks. The role ensures that documents are produced, captured, stored and distributed correctly, securely and in line with agreed procedures, confidentiality requirements and service deadlines.

CORE RESPONSIBILITIES

1. To process both incoming and outgoing post, operate posting equipment and process related information.
2. To print documents on various digital printers and carry out binding of printed documents using a variety of finishing equipment and some hand finishing.
3. Complete distribution of Council papers both internal and externally.
4. To scan documents digitally and index accordingly.
5. To ensure all captured digital images are quality checked.
6. To digitally reproduce captured documents if required.
7. To contribute knowledge and skills to the current and new projects and to assist fellow team members in learning skills.
8. Contribute to the performance of the Team through the service planning, annual appraisal and team meeting processes.
9. Support the Strata's approach to equality and diversity ensuring that our services and policies identify, address and promote the needs of our diverse community. This includes the need for safety of children and other vulnerable people.
10. Take personal responsibility for the relevant aspects of the Strata's Health and Safety Policy and any other policies and procedures relevant to the post.



OUR VALUES form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	E
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	E
RESULTS	Demonstrates drive and passion to achieve objectives	E
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	E
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	E
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	E

SIGNATORY

PRINT NAME

DATE

Job holder -----

Line Manager-----

This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role



PERSON SPECIFICATION we use these criteria to assess candidates fairly and consistently against the knowledge, skills, experience and behaviours required to perform the role effectively.

Category	Requirements	Essential/Desirable (E/D)	Method of Assessment
Education and training	Good standard of general education, including English and Maths at GCSE grade C/4 or above, or equivalent level of literacy and numeracy gained through experience.	E	Application form/interview
Knowledge	- Understanding of accurate document handling, scanning, indexing and record management principles. - Awareness of confidentiality, data protection and the importance of handling personal or sensitive information securely. - Knowledge of Civica or another electronic document management system.	E E D	Application form/interview
Skills and abilities	- Confident IT skills, including use of Windows-based applications and the ability to learn new systems quickly. - High level of accuracy and attention to detail when scanning, indexing, printing, checking and reproducing documents. - Ability to organise workload, prioritise tasks and meet deadlines in a busy operational environment.	E E E	Application form/interview/work-based test
Experience	- Experience of working in an administrative, document handling, print, scanning, post room or similar operational environment. - Experience of using scanning software, digital printers, photocopiers, postal equipment or binding/finishing equipment. - Experience of following procedures and quality checking work to ensure accuracy and consistency.	E D D	Application form/interview



RISK ASSESSMENT PROFILE

[RAP forms part of the Job Description please ensure a copy is always attached]

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	Seldom or never	Level 4	Regular (2-3 times per week)
Level 2	Occasionally (once a month)	Level 5	Daily
Level 3	Fairly regularly (1 per week)		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	3
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	2
Manual handling – repetitive movements, bending twisting	1
Working with the public	2
Face to face contact with abusive customers	2
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	3
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	1
❖ Hand arm vibration / noise	1
❖ Use of machinery / noise / vibration	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]
- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test