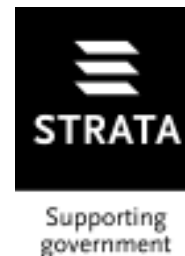


# Job opportunities

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## Position details

<b>Position:</b>	<b>Digital Document Officer</b>
<b>Hours:</b>	<b>25 hours per week</b>
<b>Salary:</b>	<b>£21,968 – £24,496 pro-rata (per annum)</b>
<b>Location:</b>	<b>Honiton, Blackdown House</b>
<b>Vacancy type:</b>	<b>Permanent</b>
<b>Closing date:</b>	<b>16 June 2023 (midnight)</b>

Please visit the [Strata website](#) for a job pack

Please send your CV to [martin.millmow@strata.solutions](mailto:martin.millmow@strata.solutions)

If you experience any difficulties applying for these roles please contact the HR team.

Strata Human Resources  
East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton  
EX14 1EJ

Phone: 01395 516551

Email: [jobs@eastdevon.gov.uk](mailto:jobs@eastdevon.gov.uk)

**Digital Document Officer**

**Working in our Honiton office**

**£21,968 - £24,496 pro-rata**

**25 hours per week + flexi time + local gov pension**

**28 days holiday (pro-rata) + bank holidays**



**Are you good with people?  
A good problem-solver?  
Enjoy doing a variety of tasks?  
Energetic and like being part of a busy team?  
If so, you might be just what we are looking for!**

### **About Strata**

Strata is an exciting shared services company with over 70 employees based throughout its offices in Exeter, Newton Abbot and Honiton. We currently have an opportunity that we are keen to fill with the right person, and we provide full on the job training.

Our Document Centre provides support services to our customers. You'll be responsible for carrying out a various tasks such as scanning and digitally indexing documents, sorting incoming and outgoing post, printing and other similar tasks.

We aim to give our customers a friendly service and make sure they receive a high standard of service.

In return for your hard work, we offer a range of excellent benefits including 28 days holiday (pro-rata) plus bank holidays, flexible working hours, cycle scheme and entry into the local government pension scheme.

A driving licence and your own transport would be ideal for visiting our multiple sites.

**If you think this is for you and you want to be part of our team we'd love to hear from you.**

### **Apply Now...**

To show your interest please send your CV to [martin.millmow@strata.solutions](mailto:martin.millmow@strata.solutions)

Closing date: 16<sup>th</sup> June 2023 (midnight)

## **JOB DESCRIPTION and PERSON SPECIFICATION**

This document is intended to cover the range of principal duties and areas of work relating to the post. It is the intention to ensure that you are aware of the actual and the potential range, level of duties, responsibilities and areas of operation which may be required. In addition, you may be required to perform other relevant activities commensurate with the grading of this post.

<b>Post title and number:</b>	Digital Document Officer (xx/xxx)
<b>Service:</b>	ICT
<b>Team:</b>	Document Centre
<b>Grade &amp; Salary:</b>	<b>Strata Grade 2 – (25 hours per week)</b>
<b>Responsible to:</b>	Document Centres – Team Leader
<b>Responsible for:</b>	No staff responsibility
<b>Service purpose:</b>	
<b>Job purpose:</b>	

To handling and complete various document related tasks including, scanning, processing postal items, printing, document binding and administrative tasks.

### **Core accountabilities:**

1. To work without supervision in Strata Document Centres if required. Interact with internal customers via, email, phone and in person using various customer service skills.
2. To scan documents digitally and process these documents as required.
3. Process digital documents submitted by the public into Revs and Bens related Council email inboxes at TDC and EDDC.
4. Scan items of physical post received at TDC and EDDC, process these items using Digital Mailroom procedures and forward into Document Management systems or to predetermine customer email addresses.
5. To ensure all captured digital images are quality checked.
6. Store hard copies of scanned documents for 60/90 days before ensuring hardcopies are disposed of using local confidential waste disposal facilities.
7. To be able to use local printers to produce a wide range of printed documents use a variety of finishing equipment and hand finishing to complete jobs.
8. Complete jobs in the Print from home folders if required.

9. Process both incoming and outgoing post if required. (EDDC only – Interact with courier drivers and other delivery people)
10. Complete tasks using the inserting machine for enclosing mailing items.
11. To place purchase orders using the efins system and complete the GRN element of the purchase. Complete other invoice related process on the efins system.
12. If required place service calls or raise call on supplier portal to report issues with MFDs/printers or with other Document Centre equipment.
13. Operate Franking machine.
14. Complete distribution of Council papers both internal and externally if required.
15. To digitally reproduce scanned documents if required.
16. To contribute knowledge and skills to the current and new projects and to assist fellow team members in learning skills.
17. Contribute to the performance of the Team through the service planning, annual appraisal and team meeting processes.
18. Support the Strata's approach to equalities 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.
19. Take personal responsibility for the relevant aspects of the Strata's Health and Safety Policy.
20. Ensure awareness and compliance with the Strata's policies, Code of Conduct and Constitution.



	these		
<b>Successful experience in</b>	<ul style="list-style-type: none"> <li>• Use of post equipment</li> <li>• Use of Copiers/Laser printers</li> <li>• Use of scanning software.</li> </ul>	D D D	Application form/interview Application form/interview Application form/interview

Strata Service Solutions Ltd is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable adjustments to enable disabled people to fulfill the criteria for, and undertake the duties of its jobs.

## RISK ASSESSMENT PROFILE

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

**Status** (please tick)

Permanent	Yes		
Full time			
No of hours per week		Casual	No
		Voluntary	No

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.

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

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	2
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	5
Manual handling – repetitive movements, bending twisting	5
Working with the public	1
Face to face contact with abusive customers	1
Lone working	1
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	1
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	4
❖ 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	1

- 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

**The document was reviewed & completed by Document Processing Manager on 09/11/2020**