

Role summary

This role requires the post holder to work within either of the print rooms at Foster + Partners (“F+P”). As a client facing position, customer service skills should be well developed to ensure users experience of F+P Print room is of the highest order. The post holder will need to have good time management and communication skills. Primarily this role is to support the Groups with their print requirements, which will range from basic photocopying to high end presentation work, compiling contractual issues in hardcopy for tenders and detail design submissions. Attention to detail is essential in the creation of presentation material and an understanding of colour management along with a working knowledge of Adobe software packages is essential.

Role Definition

Job title: Reprographic Operator
Reporting to: Printroom Support Manager

Responsibilities

- Carry out Printroom tasks as directed by your line manager.
- Print large format colour prints using Smartstream software and HP Pagewide plotters.
- Print presentation boards and various other media types using Onyx RIP software and Flatbed printer.
- Print Small format sheets using a toner-based press and a HP Indigo along with the RIP's associated with these devices.
- Cutting and creasing various media types on a Zund digital cutting table.
- Wiro binding documents using an electrical punching machine.
- Glue binding documents for softback and hardback finishing.
- Laminating and foil sleeking
- Foil embossing
- Guillotining printed media on a Polar programmable guillotine.
- Making up hard back covers and end papers for high end book finishing
- Make up various types and custom sized presentation boxes and slip cases including shoe box, magnetic flip top and clamshell boxes.
- To contribute and assist in any Printroom tasks as and when directed.
- To work outside normal working hours including weekends on paid overtime as and when required.
- Adhere to all Health and Safety procedures, keep work area's safe and use PPE as and when required.
- To report any out of line incidents to your line manager
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Large format plotting both high quality and CAD.
- Small format CMYK toner press running Command workstation.
- HP Indigo Press and DFE.
- Canon Arizona Flatbed printing.
- Zund digital cutting table and DFE.
- Working a Polar guillotine.
- PUR gluing for softback and hardback books
- Using various foil embossing equipment
- Presentation box making
- Knowledge of the Adobe creative colour suite software
- Knowledge of Microsoft applications

- Bookbinding
- Case making
- Working with cloth & leather
- Foiling
- Basic understanding of working within a printing department
- Knowledge of Paper sizes
- Working with small format and large format printing devices.
- Some knowledge of finishing including Wiro binding using an electric punch.
- Basic knowledge of Adobe Acrobat and Microsoft software, using these programmes to send to print.
- Basic understanding of the principles behind colour management
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Appreciation of, and commitment to the business of the practice
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

Desirable

- Previous experience in a similar role
- Experience of working in a multi-site environment
- Previous knowledge of print management systems

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.