

PRINT CELL UNIT OPERATOR

BRANCH/UNIT	Student Experience Group		
TEAM	Student Services - Sydney		
LOCATION	Sydney Region		
CLASSIFICATION/GRADE/BAND	TWL3		
POSITION NO.	TBA		
ANZSCO CODE	TBA	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Print Unit Cell Operator is responsible for undertaking the daily print cell duties as required and requested by the business.

3. KEY ACCOUNTABILITIES

1. Undertake printing tasks as required utilising operational knowledge of various Print Cell computer & manually controlled/operated production units, e.g wide format printers, high volume printers, drill press, guillotines etc.
2. Monitor quantities of media & other related consumables used to allow adequate stock for any production requests without out delay.
3. Develop competency in the operation of a variety of production equipment of varying levels of complexity & computerisation.
4. Maintain a high level of security in regards to any submitted confidential documents for printing.
5. Maintain all equipment in good working order & ensure that workplace safety practices are under taken & adhered too.
6. Pack & process outgoing Print Cell completed jobs to local & state wide TAFE Campuses via Australia Post.
7. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
8. Place the customer at the centre of all decision making.
9. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

- Dealing with multiple requests from a broad range of customers who have generalised ideas regarding their needs but do not provide clear instructions on precisely what their needs are.
- Exercising personal judgement & initiative in determining how to best meet a range of customer needs within a required timeframe
- Implementing creative skills in relation to designing & creating wide format printing/signage.
- Ensuring that multiple deadlines are met in an environment of conflicting demands & timeframes
- Becoming familiar with & developing competency inn the operation of a variety of equipment & varying levels of complexity & computerisation.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Coordinator Central Store	<ul style="list-style-type: none"> • Receives direction, leadership and advice •
TAFE NSW Staff	<ul style="list-style-type: none"> •
External	
Printer Vendors	<ul style="list-style-type: none"> • Escalate and report printer issues.

6. POSITION DIMENSIONS

Reporting Line: Coordinator Central Store

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions that may have a minor impact externally within defined parameters and based on sound subject matter knowledge and professional judgement.
- Matters requiring a higher level of approval are referred to the reporting line manager.

7. ESSENTIAL REQUIREMENTS

1. Experience in print room production equipment & related software.
2. Ability & willingness to develop, maintain, update knowledge & competency in the daily operation of the variety of computer programs & equipment.
3. Attention to detail & ability to maintain accuracy in daily print cell operations.
4. Ability to meet the focus capabilities as outlined in the position description.




8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan And Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

FOCUS CAPABILITIES

The focus capabilities for the Print Cell Unit Operator are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Manage Self	Foundational	<ul style="list-style-type: none"> Be willing to develop and apply new skills Show commitment to completing assigned work activities Look for opportunities to learn and develop Reflect on feedback from colleagues and stakeholders
Relationships		
Commit to Customer Service	Foundational	<ul style="list-style-type: none"> Recognise the importance of customer service and understanding customer needs Help customers understand the services that are available Take responsibility for delivering services that meet customer requirements Keep customers informed of progress and seek feedback to ensure their needs are met Show respect, courtesy and fairness when interacting with customers Recognise that customer service involves both external and internal customers
Results		
Plan and Prioritise	Foundational	<ul style="list-style-type: none"> Plan and coordinate allocated activities Re-prioritise own work activities on a regular basis to achieve set goals Contribute to the development of team work plans and goal setting

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers		<ul style="list-style-type: none"> Understand team objectives and how own work relates to achieving these.
Technology	Foundational	<ul style="list-style-type: none"> Display familiarity and confidence when applying technology used in role Comply with records, communication and document control policies Comply with policies on the acceptable use of technology, including cyber security.