

## Role Profile

<b>Role:</b>	<b>Print Buyer and Production Assistant</b>
<b>Directorate:</b>	Corporate Services
<b>Salary Band:</b>	4
<b>Post reference:</b>	CCS55
<b>Job Evaluation Date:</b>	2.12.2015
<b>Role statement of purpose:</b>	Work within TfGM procurement regulations to arrange the production and procurement of print; and maintain suitable project records for the Design Team
<b>Reports to:</b>	Design Manager

	<b>Key Role Outputs(KROs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i>	<b>Key Actions</b> <i>These set out how the KROs will be achieved – the activities required.</i>
<b>1.</b>	Procurement of print and associated materials	<p>Working within the agreed procurement procedures and framework agreements, arrange the procurement of print and associated materials:</p> <ul style="list-style-type: none"> <li>• Liaise with TfGM’s Procurement team, suppliers and in-house designers, obtaining quotes, agreeing production processes and schedules, to ensure each order is placed and delivered on time, within budget and to a high standard</li> <li>• Assist with re-prioritising production schedules to help manage fluctuating demands</li> <li>• Monitor compliance with framework agreements/quotation procedures</li> <li>• Ensure all relevant documentation is in place prior to raising an order</li> <li>• Liaise with client departments to agree budget details and identify and advise on cost savings</li> <li>• Manage the process of raising official purchase orders on behalf of internal client departments across the organisation</li> <li>• Co-ordinate approved order documentation and specific project requirements to external suppliers</li> </ul>
<b>2.</b>	Effectively maintained records for all projects produced through the department	<p>Maintain accurate up to date records relating to all Design Team projects, including:</p> <ul style="list-style-type: none"> <li>• Log and reference all new project commissions and provide reference documentation to team members</li> </ul>

		<ul style="list-style-type: none"> <li>• Work with team members to capture project progress details and accurately maintain records</li> <li>• Produce project status reports for the department</li> <li>• Manage all archive records</li> <li>• Compile and provide information based on stored records to support other members of the team and client areas of the organisation</li> <li>• Reconcile paper usage for bus guides</li> </ul>
3.	Co-ordinated supplier payments with project completion	<p>Co-ordinate delivery of materials and completion of Design Team's projects with corporate records to ensure timely supplier payments, including:</p> <ul style="list-style-type: none"> <li>• Reconcile project records with corporate purchase order system to ensure orders are promptly received</li> <li>• Liaise with the Finance Team and external suppliers to troubleshoot unmatched/mismatched orders and invoices relating to the Design Team's procured goods and services</li> </ul>
<p><b>Compulsory Outputs (COs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i></p>		<p><b>Key Actions</b> <i>These set out how the COs will be achieved – the activities required.</i></p>
C1	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> <li>• TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities)</li> <li>• Bus Operator contractual management</li> <li>• Dignity at Work policy;</li> <li>• Information assurance and security in line with Cabinet Office requirements;</li> <li>• Risk management</li> <li>• TfGM policies and procedures</li> <li>• TfGM procurement regulations</li> <li>• Equality and diversity legislation</li> <li>• TfGM Vision &amp; Values</li> <li>• Act in accordance with TfGM's behaviours and competencies</li> </ul>
C2	Any other reasonable duties as required from time to time	

### Key Interdependencies

#### Key Contacts

- Procurement
- Finance
- External Suppliers

	<ul style="list-style-type: none"> <li>• Key budget holders/internal clients across the organisation</li> </ul>
<b>Direct reports</b>	None
<b>Budgetary responsibility</b>	<p><i>No direct responsibility</i></p> <p><i>Indirect responsibility on behalf of other department budgets in relation to the procurement of materials, goods and services</i></p>
<b>Location</b>	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

<b>Office Use Only</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>
Created By:					
Louise Shaw November 2015	L.Shaw October 2019				

## Person Specification

<b>Print Buyer and Production Assistant</b> <i>(Knowledge, skills and experience required at selection stage)</i>	
<b>E</b>	<b>Essential Experience:</b>
E1	Proven skill in purchasing and experience of print buying and print production techniques
E2	Experience in the use of database storage/retrieval systems
E3	Experience of analysis and reconciliation of data records
E4	Experience of prioritising own workloads and advising on production timescales to meet deadlines
E5	Advanced skills in Microsoft Office software
<b>D</b>	<b>Desirable experience:</b>
D1	Experience in basic account principals
D2	Experience in project management
D3	Experience of working within local government procedures
<b>EQ</b>	<b>Essential Qualifications – Technical, Vocational or educational:</b>
EQ1	Grade C or above in a Maths and an English related subject
<b>DQ</b>	<b>Desirable Qualifications – Technical, Vocational or educational:</b>
DQ1	Qualification in a business/finance related subject
<b>EA</b>	<b>Essential Attributes:</b>
EA1	Ability to work with large amounts of information in an accurate and methodical manner
EA2	Ability to work individually and as part of a team
EA3	Excellent numeracy and literacy skills
EA4	Good negotiation skills
EA5	Ability to use creative and imaginative ideas to reduce waste and increase savings