



SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS



**Pecyn
Gwybodaeth
i Ymgeiswyr**

**Candidate
Information
Pack**

JOB DESCRIPTION

Mail, Print and Records Management Officer

Post Reference Number:

Date of Job Description:

Version:

	Grade	4
	Location	Ty Elai, Williamstown
	Group	Chief Executive
	Division	Pensions Procurement & Transactional Services
	Department/Section	Business Support
	Team/Sub Section	Central Business Support
	Responsible to	Ian Griffiths, Business Support Manager
	Posts reporting to this post	N/A
	DBS Required	No

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is “for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous”.

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff. In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our [career pages](#) to find out more about working for us.

Purpose of the post:

To support the day-to-day Print, Mail and Records Management functions in an efficient manner and to provide general support with the Business Support Unit.
To operate all digital print, photocopying and associated machinery whilst liaising with clients, ensuring effective delivery of services within the unit.

What you will deliver:

1. Provide quality assurance of all print outputs ensuring compliance with client specifications.
2. Provide support in the quote process for all print work as necessary, ensuring completeness and accuracy for full cost recovery.
3. Ensure that all administrative processes in relation to the service are properly dealt with.
4. To support delivery of the Records Management storage and organisation to include: -
 - Document collection & delivery, storage and traceability
 - Box, file & document retrieval services
 - Scan-on Demand & bulk document scanning services

- Box, file & document cataloguing & indexing services
- Secure & confidential document shredding services
- Document Scanning, Retention and Disposal

5. To ensure that all equipment is used and maintained safely and appropriately.

6. To collect & deliver print related documents as required. A council vehicle will be available to drive when undertaking these duties.

7. To sort/scan incoming mail and despatch as necessary

8. To ensure appropriate disposal of confidential documents as and when required.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Experience:

Essential	Desirable
Essential	Desirable
	Experience of working as part of a team to achieve positive outcomes and objectives.

Welsh language skills:

What skills you will use in the workplace:

Competency Framework	Administrators Competency Framework
Competency Areas	Competency behaviours and values
Welsh Language Level 2	Is eager and willing to learn new skills <input type="checkbox"/>
Welsh Language Level 3	Is highly dependable and trustworthy <input type="checkbox"/>
Welsh Language Level 3-5	Is open about difficulties and asks for support when necessary. <input type="checkbox"/>
Welsh Language Level 4	
Welsh Language Level 5	Has a positive attitude towards helping people, and is willing to go the extra mile <input type="checkbox"/>
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	Understands customers actual needs.
Communicating Effectively	Communicates clearly and concisely Has a pleasant and friendly communication style
Achieving Results	Is flexible, can switch tasks / roles/ prioritises to accommodate changes or new information.

Special Conditions and Professional Requirements

