

JOB TITLE – Trainee Digital Shift Colourist

REPORTS TO – Digital Supervisor

LOCATION – Digital Bulk Colouration Office

DEPARTMENT– Digital Bulk Colouration

SCOPE OF JOB – To become fully trained in all aspects of the digital colouration department. Understand profiles and general machine operations that effect colour or design quality. Ability to run a full shift effectively while ensuring products are efficiently matched for shade and enable production plans to be met within the budgeted quality & efficiency levels.

PURPOSE – To maintain high standards of shade matching to customer preference while allowing the area to run efficiently to achieve targets on quality, output, and general behaviour. Communication in this role is of high importance and an understanding of the whole digital process is required.

RESPONSIBILITIES

- Communicate with design on the running and allocation of initials
- Familiarise and follow all SOPs within the area
- Maintain standards and targets set for the digital area
- Ability to carry out sample work when requested
- Day to day running of the shift hours (6-2, 2-10 & 10-6)
- To keep good standards of house keeping
- To work in accordance with all health and safety policies and procedures
- To carry out all other reasonable duties as requested
- Competency in altering colour in CAD & BULK situations
- Create and maintain standards and continuities throughout the department
- Obtain a basic understanding for other processes throughout the digital area
- Demonstrate good communication with area supervisors
- Demonstrate good workflow throughout the area
- Communicate accordingly with operatives
- Understand and follow NCR procedure
- Ability to priorities orders when requested
- Demonstrate good communication skills with customer services when required or asked
- Ability to follow a planned structure
- Demonstrate spreadsheet needs to maintain fent data and other processes used for communication
- Show support to digital team when and where required
- The ability to train other in the colouration area
- Demonstrate ability throughout change when required

MEASURES OF SUCCESS

- Colouration/Fent rate
- Successful completion of colouration training
- Successful completion of all stages within the colouration area
- Attendance and time keeping
- Quality performance
- Efficiency output – Machine passed rate (downtime)



CONNECTING WITH OTHERS

- *Excellent communication skills at all times, while being polite, helpful, and responsive*
- *Operations leadership*
- *Digital Senior staff*
- *Digital colourists & Trainees*
- *Digital Operatives & Batchers & Trainees*
- *Print Ancills*
- *Customer services*
- *Sales*
- *Other communication lines when requested. On occasion customers where required*

QUALIFICATIONS

- Art & Design or Textiles
- Maths & English - minimum Grade C or equivalent
- Computer literate with CAD/Photoshop experience

EXPERIENCE & SKILLS

- Communication skills
- Knowledge of software systems
- Organisational skills and management of own time
- Team Player
- Excellent eye for colour & matching
- Excellent attention to detail

BEHAVIOURS

To be polite, helpful, organised, good attention to detail, motivated, confident to contribute to teamwork and quick to learn and change to new skills if required.

Time keeping & attendance should be at a good level and communication with the leadership line is always required.

FOR LINE MANAGER ROLES ONLY

TOTAL EMPLOYEES/AGENT –	DIRECT REPORTS –
COST RESPONSIBILITY –	REVENUE RESPONSIBILITY –
INFLUENCE –	

I agree within reason to undertake other duties over and above those listed in the job description.