

Position Title	Printing Officer
Department	Corporate
Division	
Unit	Governance
Team	Governance
Supervises	0
Reports To	Team Leader - Printing Services
Grade	C
Date Prepared	7/09/2026
Date Last Updated	7/09/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary Purpose of Position

The principal role of the Printing Officer is to provide for effective, timely and high quality printing services to Council. In particular the role will deliver an efficient, professional and quality printing service that meets prescribed quality standards and customer service needs.

Accountabilities

- Ensure the timely and accurate printing of documents including Council Business Papers, brochures, reports, leaflets and other documents for in-house and public/community distribution.
- Practice and implement correct printing techniques, including document layout, binding, collating, etc.
- Provide printing advice and service to internal staff.
- Other duties as directed by Team Leader Printing Services, Coordinator Governance and Manager Governance and Internal Audit.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Display Resilience	Intermediate	- Adapts quickly to changed priorities and organisational settings - Welcomes new ideas and ways of working - Stays calm and focused in difficult situations - Perseveres through challenges - Offers own opinion and raises challenging issues
Relationships		
Communicate and Engage	Intermediate	- Focuses on key points and communicates in 'Plain English' - Clearly explains and presents ideas and technical information - Monitors own and others' nonverbal cues and adapts where necessary - Listens to others when they are speaking and asks appropriate, respectful questions - Shows sensitivity in adapting communication content and style for diverse audiences
Results		
Plan and Prioritise	Intermediate	- Participates constructively in unit planning and goal setting - Helps plan and allocate work tasks in line with team/project objectives - Checks progress against schedules - Identifies and escalates issues impacting on ability to meet schedules - Provides feedback to inform future planning and work schedules
Resources		
Assets and Tools	Intermediate	Uses a variety of work tools and resources to enhance work products and expand own skill set

- Ensures others understand their obligations to use and maintain work tools and equipment appropriately
- Contributes to the allocation of work tools and resources to optimise team outcomes

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Current Class C Drivers Licence
- Background in a corporate in-house Print Shop environment

Essential Experience

- Experience in colour and black and white photocopies
- Familiar with Adobe Pro, Microsoft Word and Fiery Command Work Station
- Experience in the use of high speed copying and computer generated printing operations
- Experience in bindery, colating, folding and guillotine operations
- Large format/signage

Desirable Qualifications and or Experience

- Industry experience in digital printing, large format and all finishing.
- Experience in all aspects of high speed copiers and software

- Knowledge and experience in all binding and finishing work.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☐	☒