

Pre-Press Designer

Position Information

Position Title	Pre-Press Designer
Business Unit	Packaging New Zealand
Reports to	Product Development Manager
Purpose of Position	Pre-production services (Graphics and Structural Design)
Business Unit of HR responsibility	PNZ
# of People in BU	8

Number of Direct Reports	NIL
Number of Indirect Reports	NIL

Key Accountabilities

1. Operational

- Generation of artwork proofs and subsequent plate imaging files. The efficient and effective generation of graphic layouts, that meet/or exceed, both internal and external, customer's expectations.
 - Application of skills and competencies
 - Liaison with production facility and customer.
 - Focus on quality, lead-times and job ticket data entry.
- Work planning and admin.
 - Receipting Graphic requests and providing reasonable estimates for target delivery times
 - Balancing the demands of multiple customers, in conjunction with the Team Leader for pre-press design
- Packaging design. Design packaging that is fit for purpose, innovative, cost competitive and profitable.
 - Establish customer needs and use an innovative approach to create packaging designs.
 - Be aware of both new designs, materials and their availability.
 - Understand best practice in case manufacturing.
 - Understand and utilise the entire case manufacturing capabilities of the OjiFS Packaging New Zealand (PNZ)
- Packaging costing. To provide accurate quotes or estimates to Sales / Customer Services.

- Careful checking of work costing.
 - Use of PNZ estimating system.
 - Liaison with Sales / Production staff.
 - Cost out/Efficiency Projects. Produce jobs in a more efficient manner, in turn reducing production costs.
 - Accurate record keeping, data accuracy and file management
 - Follow established procedures.
 - Ensure all new packs generated are 100% complete and accurate.
2. Environment, Health, Safety & Risk
- Actively lead and contribute to a culture of safety first through attending all training, reading and acting on all EHSR communications, following all safety rules and procedures, and identifying/recording all hazards, discomforts, incidences, near misses or potential health and safety risks.
 - Supporting colleagues 'do the right thing' in relation to EHSR and raising issues with others as appropriate.

Preferred Attributes

- Excellent understanding of Prepress and Printing (Flexographic and/or Lithographic) production environments.
- Extremely accurate with excellent attention to detail skills.
- Be flexible & able to adapt quickly to constantly changing customer expectations.
- Must be able to work effectively under pressure.

Technical Requirements

Qualifications	○ Packaging/design related tertiary qualification
Experience	○ Colour Separation knowledge essential ○ Esko or Macintosh applications essential ○ Esko exposure desirable ○ Operational experience with various proofing devices, and imaging equipment desirable ○ Overall knowledge of Microsoft programmes ○ Computer Design System experience (e.g. Artios) advantageous ○ Creative Design Software Experience (e.g. Illustrator and Photoshop) essential ○ Creative flair

Competencies

Judgment Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.	Exercise Professional Judgment • Applies accurate logic and common sense in making decisions and coming to conclusions. • Chooses courses of action or makes decisions that are consistent with policies, procedures, and rules. • Makes timely decisions on problems/issues requiring immediate attention. • Recognizes the implications and risks of actions and decisions.
Focus On Customers Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.	Meet Customer Needs • Accurately identifies customer requirements, expectations, and needs. • Addresses customer needs by involving the right people (resources) at the right time. • Continually searches for ways to improve customer service and remove barriers to service. • Follows up with customers to ensure problems are solved. • Seeks feedback from customers to identify improvement opportunities.
Execution Manages work and work performance, holding associates accountable to effectively and efficiently complete work responsibilities. Demonstrates initiative, works to achieve results, meets or exceeds goals, acts on opportunities to create value.	Focus on Execution • Acquires the authority, support, and information needed to carry out work. • Anticipates and works to remove obstacles to achieving quality results in a timely manner. • Holds self accountable for complying with policies, procedures, and work requirements. • Prioritizes and balances time, actions, resources, and initiatives to ensure results are achieved.
Results Orientation Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.	Produce Results • Demonstrates a strong sense of ownership and a commitment to achieving meaningful results. • Initiates timely action to address important issues. • Pursues initiatives/efforts to successful completion and closure. • Puts in persistent efforts to accomplish desired results.
Effective Communication Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.	Provide Professional Communication • Communicates information clearly, concisely, and professionally. • Listens carefully and attentively to others' opinions and ideas. • Prepares and delivers coherent and credible presentations. • Provides timely, relevant information to those who need it. • Tailors communication style and content to the audience. • Writes reports, documentation, and other written information clearly and thoroughly.

Establishing Trust Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed beliefs and commitments; maintains high standards of integrity.	Demonstrate Integrity • Acts in accordance with stated policies and practices. • Does not cover up problems or blame others for mistakes. • Does not disclose confidential information. • Follows through on commitments. • Is honest and direct in dealing with people.
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Authority

Decisions:

- Graphic and Structural Design set-ups. Die and Plate set-ups. Quoting of aforementioned tasks. Work scheduling (when required)

Recommendations:

- SOP updates and improvements. Job efficiencies and design recommendations.

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Customers	Graphic and Structural design requirements
Kirk plate suppliers	Plate files specifications and design application
PNZ Design Manger	Work schedules, Quarterly 1:1's, QA and SOPs.
Die Makers	Die Supply specifications
Production (Plant based)	Ensuring jobs created can maximize efficiencies and standards

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.