

POSITION DESCRIPTION

Position Information

Position Title	Pre-press Design Team Leader
Business Unit	PNZ Design
Reports to	Product Development Manager
Purpose of Position	The Pre-press Design Team Leader is responsible for leading and guiding a team of designers in generating pre-press designs for our packaging customers. Strong experience in artwork processing, coupled with your leadership skills, will ensure that the team delivers high-quality, accurate designs that focus on the customer and their packaging requirements, while reducing cost to Packaging New Zealand in efficiency gains. This role will also be responsible for Pre-press Design work as a Designer. Along with managing the work pipeline to meet service level agreement timeframes, allocating design activity to the Pre-press Designers, providing leadership and coaching as and where required.
Business Unit of HR responsibility	Packaging NZ (PNZ)
# of People in BU	9

Number of Direct Reports	2
Number of Indirect Reports	NIL
Operating Budget	As per annual budget
Sales Revenue	As per annual budget

Key Accountabilities

1. Environment, Health, Safety and Risk

- Lead, develop and maintain a safety-first culture through visible leadership and ensuring the adherence to safe practises.
- Immediate management of employee understanding and compliance adherence including recording and reporting all hazards, incidents, near misses or potential health and safety risks.

2. People Leadership

- Oversee the pre-press design process from concept to completion, ensuring that projects are delivered on time, within budget, and to the highest standards. Coordinate with other departments and stakeholders to align project objectives and resources.
- Develop and implement strategic plans for the standardisation of design projects, setting long-term goals and identifying opportunities for growth and improvement. Align design strategies with the company's vision and objectives.
- Ensure that all design work adheres to industry standards and regulations. Conduct regular reviews and audits to maintain the quality and integrity of the team's output.
- Conduct regular reviews of set performance metrics. Strive to empower and develop pre-press designers. Actively manage performance.

- Lead and develop a team of packaging design professionals, setting clear goals, providing feedback, and fostering a collaborative culture.
- Drive continuous improvement in customer service, team productivity and quality of output.

3. Pre-press Design Management

- Establishing customer needs and liaise with sales teams and production facilities to establish job requirements
- 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
 - Focus on quality, lead-times and job ticket data entry.
- Work planning and admin. Receipting Graphic requests and allocating to staff
- Plate costing. Provide accurate quotes or estimates to Sales / Customer Services.
 - Careful checking of work costing using the 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.

4. Future Focused

- Be aware of new technologies, materials and their availability.
- Understand and implement best practice in print and plate design, utilising the appropriate print capabilities of OjiFS Packaging New Zealand (PNZ) plants
- Support all new product development (NPD)

Preferred Attributes

- Excellent understanding of Prepress and Printing (Flexographic and/or Lithographic) production environments
- Extremely accurate with excellent attention to detail
- Good communication skills
- Positive and appropriate work ethics and attitude.
- Excellent computer skills
- Flexibility and adaptability to changing customer expectations. Must be able to work effectively under pressure.

Performance Indicators

- The efficient and effective generation of graphic layouts, that meet or exceed both internal and external customers' expectations.
- Accurate lay cards produced as required in a timely fashion provided.
- Correct plate quotes to Sales / Customer Services provided.
- Efficient job processing, reducing production costs.
- A safe and healthy working environment for all employees, contractors and visitors

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 ○ Leadership experience (preferred)

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.

Team Participation: Use interpersonal styles, experience and methods, to actively participate in forming an intrinsic part of a cohesive and efficient Team.	Key Tasks ○ Provides strong direction with regards to daily workloads and delivery expectations. ○ Leads by example.
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.

Authority:

Decisions:	○ Time of delivery i.e., approximate a time when a design, sample and estimate will be ready ○ Design efficiencies – ensure packs are updated to run at maximum efficiency ○ Sample style – ensure designs are within plant specifications with sign off from production ○ Completeness of work for customers to required accuracy
Recommendations:	○ Process enhancements and use of technology to ensure customer expectations are exceeded. ○ Challenge current best practice. Find ways to drive cost out of the production process ○ Provide alternative solutions if proposed design does not fit our current capability ○ Communicate with sales to advise customers of any recommended changes to pack design and or innovations to add value.

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Pre-press Designers	Leading the team to provide designs, estimates, samples and artwork to achieve targets
PNZ Account Managers and Customer Service Representatives	Timelines on delivery of design work Specifications, design clarification, artwork. Esko WebCenter support – training for new users
Process Managers - Production	Specifications and capability clarification, optimising designs for efficiency, troubleshooting
Suppliers	Producing/quoting tooling for new work/design changes
Structural Design & Innovation Manager	Collaboration on development projects

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.