

JOB TITLE – Junior Production CAD Specialist

REPORTS TO – Assistant Production Manager

LOCATION – Loughborough - Anstey

DEPARTMENT – Digital Print Production CAD Department

SCOPE OF JOB - Deliver and support the digital CAD production workload by preparing artwork that meets both customer expectations and production requirements. Use CAD software (AVA) to amend designs, create print-ready files, and carry out colour alterations and separation work. Convert artwork from conventional to digital print, ensuring accurate, efficient transitions while maintaining the integrity of the customer's original design intent. Taking direction from the Digital Print Production CAD Specialist and collaborating with the wider digital production team, technical department, and studio teams to support smooth cross-functional workflows. Contribute to innovation, process improvements, and the development and maintenance of Standard Operating Procedures (SOPs).

RESPONSIBILITIES

MAIN DAILY TASKS

- Amend artwork files and make colour alterations using the CAD software (AVA) to create files in a 'Print Ready' state
- Technically review files before commencing any work
- Proof work using the digital printing machines within the Digital Print Department
- Provide artwork and colouration of designs for customers remotely (and on-site, when required)
- Follow all File and Colour Management procedures for all aspects of work
- Respect confidentiality when working with customers
- Work to critical paths, timelines, and deadlines
- Assist with re-colouring of all live production work when necessary
- Assist with setting up digital technical trial files
- Assist with the organisation of the digital CAD team's workload, including collating samples, match pieces, file management and updating workload tracking spreadsheets.

H&S

- Ensure all H&S processes are adhered too.
- H&S improvement opportunities are identified and appropriately followed up.
- Always maintain a safe working environment.
- Report any damaged, broken, or unsafe equipment.
- Ensure all equipment is used and stored in a responsible and safe manner.
- Correct use of equipment ensuring SOPs and SSOW are always followed.

QUALITY

- Accountable for quality of product produced, ensuring this is in line with the company processes and procedures.
- Support the business to monitor, measure and improve quality opportunities.
- Accurate and competent data management and transfer, including knowledge of studio activities and design colouration and preparation.
- Work in conjunction with the technical department to achieve optimum trial results.
- Excellent colour vision and attention to detail.

PROCESS OPTIMISATION

- Work to product technical specifications and adjust operating conditions to meet required standards.
- To support and maintain all SOP's relating to CAD-Production and design studio workflows
- Accurate and respectful communication across the team.

CROSS TEAM FUNCTIONALITY

- Share best practice with Studio and Innovations teams
- Support the Technical Team Lead to ensure technical trials are completed correctly and in a timely manner.

LEAN MANUFACTURING

- Ensure all products meet required specifications and quality checks.
- Undertake training and development activities and respond positively to new and alternative systems.
- Proactively identify improvement opportunities within the department.

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MEASURES OF SUCCESS

- Ensuring a smooth flow of transfer work through the department
- Confidently using the CAD software to create 'Print Ready' files
- Confidently follow instruction and briefs
- Efficient use of sampling time across department
- Contributing to creating a team working environment.
- Considered interpretation of a customer's individual requirements – considering prices and integrity of designs when choosing how to transfer across from conventional printing processes to digital.
- Continuous improvement of processes.
- Safe working environment and good housekeeping.

CONNECTING WITH OTHERS

- Digital Print Production CAD Specialist
- Digital Print & Finishing Supervisor, Senior Digital printers, Digital printers. • Digital Finishing Operators
- Digital Studio
- Technical
- Innovation team

QUALIFICATIONS

- Design qualification (e.g. Textile Design/Graphic Design) at degree level and/or equivalent (not essential but preferred)
- AVA training – not essential but preferred

EXPERIENCE & SKILLS

- A high level of CAD proficiency (excellent level of AVA (CAD/CAM) and/or relevant Adobe programs, e.g. Photoshop and Illustrator). Internal AVA training will be provided.
- An understanding of Set & repeat design technicalities
- An exceptional understanding of colour and colour accuracy in print production
- Experience working in wallpaper or fabric industry (preferred).
- Understanding of manufacturing process and a production environment (preferred).
- Digital Print background – preferred but not essential.

	<ul style="list-style-type: none"> • Excellent communication skills - written and verbal • Strong numeracy and literacy skills. • Team player with the ability to work independently when required. • Proactive problem solver with a flexible, adaptable approach. • Good attention to detail. • Strive to improve and embrace change. • Lean manufacturing understanding – preferred but not essential.
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BEHAVIOURS

PASSIONATE ACCOUNTABLE PROFESSIONAL INQUISITIVE POSITIVE POSITIV

FOR LINE MANAGER ROLES ONLY

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

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