



Job Description

GRAPHICS OFFICER (Media & Design)

Department:	Media & Design
Grade:	Scale 6
Responsible to:	Media & Communications Manager
Responsible for:	N/A

Main purpose of the job

To work as a member of the Media and Communications Department producing high quality creative promotional and corporate material, offering professional advice regarding the design, artwork and layout of a range of corporate items related to the Service objectives. These would include corporate reports, booklets, posters, flyers, leaflets, and exhibition displays. The postholder will also be required to further develop and maintain the Service's website.

Key Duties and Responsibilities

- Designing and developing layout, artwork and text for those items required by the Service showing creative ability and flair.
- Liaising with clients to establish briefs and timescales and giving professional design advice.
- Producing documentation and materials to customer requirements and timescales using mainstream and digital technology.
- Developing and maintaining the Service website.
- Preparing photographs for publication, using digital technology and image manipulation, as required.
- Keeping up to date with new technologies and developments within the area of specialism and making recommendations for the acquisition of equipment and training.
- Maintaining appropriate administrative systems.
- Maintaining archive and retrieval systems.

- Promoting, implementing and complying with Service policies, procedures, practices and principles. Ensuring that service delivery and employment decisions are made in accordance with published Service policies, particularly those relating to equality of opportunity. Treating all individuals without exception with dignity and respect, initiating appropriate action and procedures when breaches are evident.
- Undertaking any other duties consistent with the post and grade.



Person Specification

Qualifications and Training

The applicant **MUST** have:

- Higher education training in Graphic Design and a good working knowledge of the Adobe Creative Suite

It is **DESIRABLE** that the applicant has:

- A current, valid driving licence

Experience

The applicant **MUST** have:

- Creative ability and flair obtained in a graphic design role

Skills and Abilities

The applicant **MUST** have:

Ability to use the Adobe design and web suite: Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver and Flash

- Ability to develop and maintain a website
- Ability to negotiate design proofs, printing requirements and costs with outside agencies
- Ability to produce freehand drawings
- Ability to organise work, prioritise, meet deadlines and manage projects

- Ability to work as part of a team
- Ability to work on own initiative and without detailed supervision
- A good level of literacy and numeracy
- Good communication and interpersonal skills

Other Factors

The applicant ***MUST***:

- To work occasionally outside normal office hours