

Position Description

POSITION DETAILS	
Date of PD	December 2018
Position Title	Concept Graphic Designer
Position Grade	10
Directorate Business Unit	City Experience & Engagement Digital & Creative
Reports to	Design Studio Team Leader
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This role will provide quality concept design and creative graphic design services to all business units within Council.

KEY RESPONSIBILITIES

- Develop, design and produce City of Parramatta publications and promotional campaigns and materials for print and electronic distribution, including advertisements, brochures, newsletters and reports.
- Work with external vendors to source and develop design related solutions, products and services.
- Work with internal customers to understand their requirements and deliver high level concept designs for major projects, campaigns, events and other Council initiatives as required.
- Provide design advice and support to internal clients and deliver high quality graphic design solutions that are in-line with the City of Parramatta brand guidelines.
- Independently plan workloads to meet project outcomes and deliver on time to meet constantly changing client requirements.
- Coordinate and/or advise on the print production of documents. Including preparing documents for printing, liaising with printers, checking proofs and advising on the most economical print options.
- Prioritise own workload to ensure that agreed outcomes are received on time to the standards of service delivery.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Degree or Diploma in Graphic Arts/Design or an equivalent qualification.

Experience

- Minimum 5 years' experience in Graphic Design
- Demonstrated experience in producing detailed graphic designs for print purposes and use of software such as InDesign, Illustrator, Photoshop.
- High customer service quality and experience in dealing with staff at all levels, internal and external.
- Experience in producing both print and digital publications for a variety of clients.
- Excellent communication and interpersonal skills.
- Knowledge of and commitment to Occupational Health & Safety and Equal Employment Opportunity Principles.

Skills

- Dispensing high quality customer engagement experience.
- High level perceptual, analytical and problem solving skills.
- Job costing and quoting.
- High level organisational and time management skills
- Clear verbal and written communication skills.
- Ability to contribute to a team environment.
- Flexibility, discretion and judgment in the execution of daily duties.
- Ability to prioritise activities and work in a pressured environment to meet tight deadlines.
- Ability to communicate, negotiate and liaise effectively with all Council's staff and customers.
- Follow defined occupational health and safety policies and procedures.

Acknowledgement:

I, ... acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature Date:

Manager's Signature Date: