



Position Description

Name	
Position title	Graphic Designer
Level	
Group	Technology
Section	Information Services
Responsible to	Geospatial Team Leader
Responsibility for staff	None
Date	January 2010

Position purpose

This position exists to provide a specialised electronic graphic design service to Environment Bay of Plenty, and to champion the organisation's branding guidelines and design standards.

Functional relationships (relating to others)

External	Internal
<ul style="list-style-type: none"> • Printing and Graphic Services • Public • Publishing houses 	<ul style="list-style-type: none"> • Staff at all levels in the organisation

Key result areas

The position of Graphic Designer encompasses the following major functions or key result areas:

- Operations
- Relationship Management
- Corporate Contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities	Key accountability measures
<p>1 Operations</p> <ul style="list-style-type: none"> Support the effective implementation of Environment Bay of Plenty's Community Relations Strategy and its related plans by providing a specialised graphic design and electronic graphic design and publications service. Ensure Environment Bay of Plenty's brand is implemented across the organisation, and staff are aware of identity guidelines and design standards. Provide advice, support and/or services to staff in regards to printing, and digital and multi media. Monitor best practice and new approaches in the field of graphic design and associated areas (such as publications and production technologies) Undertake any other relevant duties as directed by the manager. 	<ul style="list-style-type: none"> All work is completed to a high standard and within assigned timeframes, complies with internal policy and fulfils legislative requirements. A documentation system is maintained, containing all relevant information about work that has been undertaken. Advice, development and implementation is based on sound research and analysis Environment Bay of Plenty's 'brand' is correctly reflected through the consistent implementation of identify guidelines and design standards. Colleagues and manager are aware of new graphic design and associated areas technologies and other relevant information, and where relevant, colleagues receive briefings and/or training. Any additional duties are completed to appropriate standards.
<p>2 Relationship Management</p> <ul style="list-style-type: none"> Develop and maintain close working relationship with internal and external contacts Acting as representative for council at appropriate Local Government conferences and seminars and other event held within the region 	<ul style="list-style-type: none"> Effective and professional relationship's are developed and maintained with internal and external contacts Professional image is conveyed in public forums.
<p>3 Corporation contribution</p> <ul style="list-style-type: none"> Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. Recognises individual responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992. Meet the statutory responsibilities detailed in the Information Management Policy & Procedure standard. Meet Environment Bay of Plenty's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes Hazards are identified and all incidents and accidents are reported. Participating in any wellness programmes, such as stress management training and health monitoring. Council records are created and maintained in corporate information systems, meeting specified information management standards. Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies as part of Environment Bay of Plenty's responsibilities for civil defence and emergency management.

Delegations

This position has financial delegation as outlined in the Council's Delegation Manual.

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of professional awareness with regard to graphic design processes and associated technologies.
- Regularly dealing with large and variable volumes of work associated with document production, design requirements and tight deadlines

Person specification

Qualification and experience:

Essential	Desirable
<ul style="list-style-type: none">• New Zealand certificate in Graphic Design or equivalent• Current technical skills and knowledge in graphic design desktop publishing computer systems design outputs and electronic publishing• Experience in digital photograph enhancement techniques, layout and design.• A drivers licence	<ul style="list-style-type: none">• Previous experience with printing agencies would be an advantage.

Key skills/attributes/position specific competencies

The following indicate what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none">• Practical and technical competence in all aspects of graphic design
Working knowledge	<ul style="list-style-type: none">• Time management• Sound knowledge of office administration procedures and systems• Well developed computer skills
Awareness	<ul style="list-style-type: none">• Community culture and political awareness

Personal attributes

- Accuracy and attention to detail
- A high level of creativity
- Ability to foster positive relationships at all levels
- Listening and communication skills
- Sound judgement and initiative
- High level of courtesy
- Ability to work in a team or independently

Other requirements:

- Occasionally required to work outside of normal working hours.

Change to position description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment including technological requirements or statutory changes with due consultation and agreement between parties to the job description. Such change may be initiated as necessary by the manager of this position. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Group Manager

Date

Manager/Supervisor

Date

Employee

Date