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| **Job Description Form** | **Graphic Designer (50D)** |
| Work Group: | Corporate Services |
| Work Unit: | Communications & Design |
| Reports To: | Communications and Publications Coordinator  |
| Direct Reports: | Nil  |
| Award / Agreement: | *Aboriginal Community Controlled Health Services Award 2020 (Cth)*  |
| Classification: | Administrative Grade 2  |
| Approved by CEO: | 18 June 2020 (Des Martin)  |

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| **VISION STATEMENT** |

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

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| **MISSION STATEMENT** |

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services’ model of care, empowering Aboriginal people to achieve health equality in their communities.

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| **ORGANISATIONAL VALUES** |

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

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| **POSITION PURPOSE** |

The position of Graphic Designer will report to and is directly accountable to the Publications & Communications Coordinator, providing culturally relevant and appropriate graphic design services to the Aboriginal Health Council of Western Australia. This includes working in collaboration with the Senior Graphic Designer, on the provision of graphic design work for all communication materials including the organisation’s Annual Report, newsletter, e-bulletin and other print and digital materials such as brochures, flyers, booklets, intranet and website material.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

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| **KEY CLIENT AND STAKEHOLDER RELATIONSHIPS** |

EXTERNAL

* Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.
* Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

* Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

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| **RESPONSIBILITIES OF THIS POSITION** |

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| **KEY RESULT AREA** | **POSITION RESPONSIBILITES** |
| GRAPHIC DESIGN | Working as part of the Communications & Design Team, and in collaboration with the Senior Graphic Designer: * Create and contribute to the development of Aboriginal design artwork and graphics to be used on a range of digital and print media.
* Design and develop a range of different print and digital publications and communications material.
* Liaise with relevant parties (employees, external stakeholders etc.) to determine their design requirements.
* Manage all proposals from typesetting through to design, print and production.
* Work with all relevant individuals, briefing and advising them with regard to design style, format, print production and timescales.
* Develop concepts, graphics and layouts for product illustrations, logos, and the website.
* Determine size and arrangement of illustrative material and copy, font style and size.
* Prepare drafts of material based on agreed briefs.
* Review final layouts and suggest improvements as required.
* Liaise with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality.
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| QUALITY MANAGEMENT SYSTEM (QMS) | * Actively participate in the organisation’s QMS (LOGIQC).
* Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
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| OTHER | * Demonstrate a strong commitment to uphold and contribute to the organisation’s mission, objectives and values.
* Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
* Attend and participate in professional development activities including workshops and training as required.
* Attend and participate in Employee Development Days.
* Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Safety and Health Act 1984 (WA).*
* Identify and assist to reduce Work Health & Safety hazards and risks.
* Follow the reasonable direction of Work Health & Safety representatives.
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| **POSITION KEY PERFORMANCE INDICATORS** |

The below Key Performance Indicators (KPI’s) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI’s are to be assessed in line with the organisations performance development framework.

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| **KEY RESULT AREA** | **KEY PERFORMANCE INDICATORS** |
| GRAPHIC DESIGN  | * Create and contribute to Aboriginal designs and graphics that meet the needs of organisation and relevant brief.
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| **COMPETENCY PROFILE FOR THIS POSITION** |

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

**JOB SPECIFIC COMPETENCIES**

**QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE**

**ESSENTIAL:**

* Aboriginality is an essential criterion and is provided for under the Equal Opportunity Act (WA) 1984, Section 50(d).
* Possession of a relevant qualification or currently working towards a qualification in graphic design, multi-media, or a related field.
* Recent graduate or someone with 1–3 years working experience in a graphic design role.
* Sound illustration skills with an ability to be creative and innovative with attention to detail, and accuracy.
* Strong knowledge and application of design software packages including Adobe Creative Suite (Acrobat, Illustrator and InDesign) and Microsoft Office.
* Working knowledge of web-based content management systems.
* Knowledge and experience of the pre-print and printing processes.
* Good time management skills with the ability to effectively plan, organise and coordinate workload and meet deadlines.
* Good interpersonal and verbal communication skills – able to communicate with clients and external visitors, managers and staff at all levels and present a professional image.

**DESIRABLE:**

* Have a keen interest in Aboriginal Health.

**PRACTICAL REQUIREMENTS:**

* Some work out of normal hours of duty maybe be required.
* Depending on the nature of the region, some travel on light aircraft may be required.
* Intra and inter-state travel including overnight absences may also be required.

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| **ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE** |

**I certify that I have read and understand the responsibilities assigned to this position.**

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| Employee Name: |  |
| Signature:  |  |
| Date:  |  |