



Position Details

Position title:	Communications Design Officer
Award Classification:	Band 6,
Department:	Communications and Engagement
Division:	Governance and Performance
Date Approved:	March 2026
Approved By:	Manager, Communications and Governance

Organisational Relationships:

Reports To:	Design Communications Lead
Supervises:	N/A
Internal Stakeholders:	Communications and Brand Team, Communications and Engagement Department, Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	The Port Phillip community, suppliers, consultants and contractors.

Position Objectives

The Communications Design Officer supports the Design Communications Lead to deliver on-brand, accessible and multi-channel design outputs across print, digital and environmental formats, applying Council brand guidelines.

- Provide graphic design support with an emphasis on providing design and finished artwork services for a broad range of internal and external communications.
- Strengthen staff capability to produce graphic material themselves, through education and maintenance of branded templates and ensuring adherence to the brand style guide.
- Provide advice and oversight to internal stakeholders and external design providers to ensure quality, brand consistency and value for money.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First



Key Responsibilities and Duties

1) Design, Production & Finished Art

- Produce concepts, artwork and production-ready files for print and digital publications, signage, wayfinding, events and more.
- Adhere to brand guidelines and contribute to guideline development.

2) Brand Consistency & Governance

- Maintain accurate application of logos, typography, colours and templates.
- Work with the Design Communications Lead to maintain corporate communications standards and accessibility requirements.
- Assist in the maintenance and development of style guides, brand toolkit, templates and digital asset libraries.

3) Stakeholder and External Provider Support & Collaboration

- Collaborate with the Communications team and internal stakeholders to interpret briefs and deliver effective design solutions.
- Provide solution-focused graphic design advice and support across the organisation on an as needs basis, including engagement and management of external design providers.

4) Production & Procurement Support

- Prepare print-ready specifications; engage and manage printers, signwriters and other suppliers.
- Assist with procurement tasks including sourcing quotes, reviewing proofs and conducting quality assurance checks.

Judgement, decision making and accountability

- Make decisions and recommendations on design services with a reasonable level of autonomy, seeking guidance where appropriate.
- Use judgement to make decisions on design and editing of publications, through applying appropriate guidelines and standards and with consideration of Council's strategic directions and customer charter.
- Use positive enquiry when making design decisions that protect and enhance City of Port Phillip's brand identity.
- Accountable for the delivery of projects on time and within budget, including managing competing deadlines and multiple priorities at the same time.
- Accountable for maintaining organisational standards for style and accessibility across applications.
- Able to work unsupervised.
- Able to receive feedback and commit to turning it into practice.

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- Position is subject to regulations and policies, and weekly supervision.

Specialist Skills and Knowledge

- Must be able to work in Windows operating system or willing to learn.
- Mid-level to expert skills working in Adobe Creative Suite including InDesign, Illustrator, Photoshop and Acrobat. Premiere Pro and After Effects skills favourable. Knowledge of Vision6 eDM platform and UX/UI experience favourable.
- Finished art and high-level layout skills with demonstrated attention to detail across a range of design communications including brand, print and digital publications, signage/wayfinding and more.
- Experience in managing the design, production and stakeholder relationships for major corporate documents and reports for print and digital publication.
- Experience in Microsoft 365, with a focus on Word and PowerPoint.
- Demonstrated understanding of the role communications plays in building trust and strengthening community connections through clear, inclusive, and audience-focused communication.

Management Skills

- Ability to manage own time, forward plan, prioritise tasks, and organise own work and resources to achieve specific and set objectives in the most efficient way possible within a set timeline.
- Ability to work under pressure and maintain deadlines whilst managing multiple demands and stakeholders.
- Flexibility to meet challenges in a fast-paced and complex organisational environment.

Interpersonal Skills

- Be open and honest with communication with consideration of how your work contributes to the team and our commitment to community and Council.
- Ability to gain cooperation and assistance from stakeholders within the organisation in the delivery of defined activities.
- Ability to build positive and constructive working relationships and work well in a team environment.
- Ability to actively listen and support others in delivery of service.
- Able to proactively seek advice and support when needed.
- A genuine interest in purpose-driven work.
- Be able to develop and maintain positive working relationships with external providers including printers, external designers and other service providers.



Qualifications and Experience

- **Academic:** Degree or diploma in graphic design, communications design or equivalent, OR strong industry experience (3+ years) in lieu of formal qualifications.
- **Experience:** A minimum of 3 years' industry experience in similar roles.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

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- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Degree or diploma in graphic design, communications design or equivalent with a minimum 3 years' industry experience in similar roles, OR strong industry experience (3+ years) in lieu of formal qualifications.
- Demonstrated experience to an expert level of proficiency using Adobe Creative Suite – InDesign, Illustrator, Photoshop, Acrobat; Microsoft 365 and other relevant software.
- Must be able to work in Windows environment or willing to learn.
- Creative flair, demonstrated ability to take direction and produce innovative design concepts.
- Excellent customer service skills and a demonstrated ability to build constructive working relationships.
- Demonstrated experience producing high quality finished artwork within organisational brand guidelines for print and digital.
- Understanding of design needs in a fast-paced service organisation with changing priorities.
- Ability to work on multiple projects and manage multiple competing demands for different stakeholders.
- Ability to work flexibly, effectively, and cooperatively as part of a high-performing team.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

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