



## Position Details

<b>Position title:</b>	<b>Communications Design Officer</b>
<b>Award Classification:</b>	Band 6
<b>Department:</b>	City Growth and Development
<b>Division:</b>	City Growth and Culture
<b>Date Approved:</b>	August 2024
<b>Approved By:</b>	Executive Manager, City Growth and Culture

### Organisational Relationships:

<b>Reports To:</b>	Design Communications Lead
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team, and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, and Contractors.

## Position Objectives

- Provide graphic design support with an emphasis on providing design and finished artwork services for a broad range of briefs including key projects and major external communications.
- Build staff capacity and capability to produce graphic material themselves, through education and maintenance of branding templates and ensuring adherence to the brand style guide.
- Support and advise staff and external agencies engaged for design work to ensure quality is consistent with Council's expectations and Council gets value for money.



## Key Responsibilities and Duties

- Deliver design and development of communications design materials.
- Support the Design Communications Lead to develop and manage Council's key strategic publications.
- Provide solution-focused graphic design advice and support to all divisions in the organisation on an as needs basis.
- Work with the Design Communications Lead to maintain corporate communications standards and accessibility requirements.
- Support the maintenance and development of the organisation's style guide, communication guidelines and design templates.
- Build constructive working relationships with colleagues and internal stakeholders.
- Liaise with external suppliers to manage timelines, quoting and delivery of communication material.

## Accountability and Extent of Authority

- Accountable for the delivery of agreed 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 in all design work and publications.
- Authorised to approve customer and community facing communications material featuring the Council logo or other brand elements.
- Position is subject to regulations and policies, and regular supervision.

## Judgement and Decision Making

- 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.
- Required to make decisions and recommendations on operational matters with some level of autonomy, although guidance and advice is usually available.

## Specialist Skills and Knowledge

- Experience in providing communications advice as it relates to graphic design and publications.
- Experience in managing the design and artwork of major corporate documents and reports for print and digital publication.
- Strong communication skills, with an ability to negotiate with and influence others.



- 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 and more
- Sound knowledge of Adobe Creative Suite including InDesign, Illustrator, Photoshop and Acrobat.
- Experience in Word and PowerPoint documents.
- Must be able to work in Windows environment or willing to learn.

## 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.
- Ability to work unsupervised.

## Interpersonal Skills

- 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.

## Qualifications and Experience

- **Academic:** Degree or diploma in graphic design, communications design or equivalent or lesser formal qualifications with substantial professional industry experience.
- **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

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

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## Key Selection Criteria

- Degree or diploma in graphic design, communications design or equivalent, or lesser formal qualifications with substantial professional industry experience.



- Demonstrated experience to an expert level of proficiency using current versions of Adobe Creative Suite - Illustrator, Photoshop, Acrobat and InDesign and more.
- Must be able to work in Windows environment or willing to learn.
- 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 team.
- Creative flair and demonstrated ability to produce innovative design concepts.

*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.*