

<b>Post Title:</b>	Senior Graphic Designer	<b>Vacancy Ref:</b>	
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**Description/Evidence**

**QUALIFICATIONS/TRAINING**

It is **essential** that the postholder has:


It is **desirable** that the postholder has:

A former qualification to NVQ level four or equivalent graphic qualification

**EXPERIENCE/KNOWLEDGE**

It is **essential** that the postholder has:

Considerable professional experience in working at a Senior Graphic Designer level
Specialised knowledge and skills in the area of Graphic Design (e.g. typography/layout/image manipulation)
Specialised/advanced knowledge of specific relevant software for design and printing such as Quark Express, Photoshop, Illustrator, Freehand, Entourage, Acrobat and In-design
Specialised/advanced knowledge of specific relevant hardware for design and printing such as scanners, digital printing etc
Specialised/advanced knowledge of print/production techniques relative to graphic design/printing
Knowledge of other relevant areas of expertise such as copy writing, web programming and photography
Knowledge of other hardware items such as scanners/photocopiers etc
Knowledge of relevant marketing techniques
Experience of photographic assignment and art direction
Excellent PC and Mac skills

It is **desirable** that the postholder has:

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**SKILLS & ABILITIES**

It is **essential** that the postholder has:

People Management Skills
To be able to produce initial concepts as well as expertise and creative input for the inception stage of design work through to its final production and on occasion project manage work produced by other sections and outside suppliers and undertake liaison with customers of all supervisory levels to ensure initial concepts and ideas are explored and developed to the full.
Excellent interpersonal, communication and customer service skills (to communicate at all levels – with considerable experience)
Computer maintenance skills (relevant to equipment used)
Office work flow
Time management skills and time recording
Experience of allocating tasks to a range of people across differing locations
To be extremely well organised and self motivated
Excellent negotiating skills
Project planning, project/time management skills
An ability to deal with staff sympathetically, fairly, firmly, politely and in a professional manner
Ability to deal with the pressures of differing staff needs and workload balancing
Ability to apply work flow skills to a pressured situation
Ability to recognise and maintain confidentiality
Accurate Spelling and good standard of written English
Excellent Communication skills both oral and written
The ability to plan, schedule, timetable and continuously review and adjust workloads

It is **desirable** that the postholder has:

Presentation skills
The ability to travel during the course of work
Neat appearance

**ADDITIONAL FACTORS**

It is **essential** that the postholder has:

A commitment to customer service
A commitment to accuracy and quality in their work
The unit operates on the basis of 'actual time recording', the keypads used for this purpose are wall mounted, the successful appointee will be responsible for making the appropriate entries in relation to the work or the specific task that they are undertaking
It is important to note that equipment used for the construction of exhibitions is awkward to handle and involves some heavy lifting when assembling and dismantling static displays

It is **desirable** that the postholder has:

Problem solving skills
A commitment to providing a high standard of customer care