**Job Description**

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| **JOB TITLE** | senior designer |
| **SERVICE UNIT** | **Policy & Communications** |
| **RESPONSIBLE TO** | **Lead Designer** |
| **JOB I.D. No** |  |
| **GRADE** | **Grade F/4** |
| **OBJECTIVES** | Support the design and production of all the Organisation’s publications, advertising and promotional materials. Work on new and innovative ways of presenting and communicating information e.g. video and infographics. |
| **MAIN DUTIES AND RESPONSIBILITIES**   1. To play a leading role in delivering the Unit’s Annual Service Plan as directed by the Assistant Director of Policy & Communications. 2. Design and production of Organisation and Clinical Commissioning Group publications, advertising and promotional materials across all service areas to ensure information is conveyed in a clear and effective manner to residents and members of the public and to ensure the success of high profile events and initiatives 3. Provide a quality design service for the organisation and its partner agencies, ensuring a constant, efficient and effective flow of work within deadlines. 4. Design and creation of infographics to be used in documents, presentations and across social media 5. Assistance with campaign design creation and delivery for print and online use 6. Ensure design work makes appropriate use of the organisation's brand/corporate style in all internal and external communications. 7. Support job workflow through acceptance new jobs, negotiation of deadlines and keep customers informed of progress. 8. Liase with suppliers/printers. 9. Quote for design and print upon requests from departments, recording all job details 10. Help develop and undertake the promotion of the Organisation’s graphic design service to external companies and organisations. 11. Keep abreast of new technology to be able to identify new ways of working. 12. To contribute to the process of continuous development and improvement of systems necessary for the effective delivery of the Unit’s service. 13. To implement the Organisation’s Equality and Health and Safety policies. 14. To undertake such job related duties as may be required from time to time which are commensurate with the grade of the post. 15. To deal fairly and openly with colleagues at all times. | |

**Person Specification**

Mac skills with expertise in Adobe InDesign, Illustrator, Photoshop and Acrobat. E

Experience in a similar role D

Additional expertise in video editing D

Creative with an eye for detail E

Ability to work to tight deadlines E

Knowledge of print and digital production E

Enthusiastic and self-motivated E

Ability to work with all levels of staff E

Highly organised E

Ability to take ownership of a task E

Able to use own initiative E

Good written English skills E