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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Graphic Designer – Entry Level** | | |
| Standard Occupation Code: (UKVI SOC CODE) |  | | |
| School/Department: | Winchester School of Art | | |
| Faculty: | Arts and Humanities | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 2a |
| Posts responsible to: | Studio 3015 Manager | | |
| Posts responsible for: |  | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| As a member of the studio team, the job is to assist the development of designed promotional assets for the school. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To assist the development of designed assets, taking direction from the line manager. | 30 % |
|  | To carry out routine design tasks, following standard procedures, and ensuring the work is completed accurately and to deadlines. | 20 % |
|  | To maintain a safe working environment, complying with Health and Safety procedures, ensure that the studio and its equipment is functioning efficiently. | 20 % |
|  | To carry out routine established administrative processes to ensure efficient practice within the studio environment | 10 % |
|  | To maintain records and consolidate and summarise information | 10 % |
|  | To resolve a range of routine work issues independently, using judgement as to when to refer more complex cases to supervisor/manager. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Develop close working relationships with all departments and suppliers ensuring that briefs (creative and commercial) are produced and interpreted to an appropriate standard, as well as to other members of the school / service and external clients to the school. |

| Special Requirements |
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| Post holder will work within the Winchester School of Art design studio and will support the Creative Director of the design studio in the planning, design and delivery of promotion and publicity for the School of Art. The post holder will also support the studio in the planning, design and development of content for interactive web and social-media environments. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds, with some relevant work experience in a technical support role.  Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages.  Ability to operate and maintain relevant basic machinery.  Ability to make effective use of standard computer systems  Experience of data input and record keeping.  An interest and basic ability of web development and coding - CSS, HTML and Javascript | Graphic design related qualification  Previous experience in the professional production of design and marketing materials for both print and interactive environments.  Experience in social-media content development | Application form, Interview and Portfolio |
| Planning and organising | Experience of effectively prioritising work activities in order to produce work of a high standard to required deadlines.  Attention to detail. |  | Application form and interview |
| Problem solving and initiative | Able to solve a range of problems by responding to varying circumstances, whilst working within standard procedures. |  | Application form and interview |
| Management and teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others.  Ability to adapt well to change and service improvements. |  | Application form and interview |
| Communicating and influencing | Able to seek and clarify detail.  Able to explain procedures and provide assistance where necessary.  Ability to demonstrate own duties to other colleagues as required. |  | Application form and interview |
| Other skills and behaviours | Be able to demonstrate ideas and visuals in meetings to clients. |  | Application form and interview |
| Special requirements | Portfolio of relevant design outcomes.  Good skills in relation to typographic design & layout.  Basic web design skills.  Understanding of print and digital production techniques.  Ability to use the Adobe Creative suite to a good standard.  Knowledge of print production. |  | Presentation of portfolio at interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |