

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF28682
<b>Post Title:</b>	Designer
<b>Grade:</b>	Grade 5
<b>School/Department:</b>	Creative & Print Services
<b>Reports to:</b>	Senior Designer

## Purpose

The design studio provides staff with design, print and web services to support their work in teaching, research, administration, publicity and promotion. The Designer is part of an experienced design and print team whose aim is to enhance the University's reputation for excellence and supporting its recruitment, promotional, educational, marketing, administrative and pastoral activities.

## Main duties and responsibilities

- Design and edit documents for print and screen, largely based on the University's Brand guidelines.
- Build documents in Adobe CS applications (for professional print) and MS Office (for use by University staff at their desktops).
- Undertake design jobs from start to finish.
- Support the Senior Designers with customer inquiries, interpreting their requirements, providing expert and integrated advice on the full scope of all in-house and out-sourced services.
- Support the Content Team with the design and build of University websites.
- Explain the relative costs and suitability of the various services; helping clients to specify value-for-money orders for production.
- Articulate ideas visually, with supporting verbal/written case to support our information design led principles as required.
- Discuss and agree design brief and schedule with Senior Designer, clients and production.
- Research concepts and options for materials, processes, and technologies.
- Produce accurate proofs, process authors' amends, pre-flight and output press-ready artwork.
- Work in a wide range of formats and media, from standard A-sizes brochures through to large format printing, merchandising materials and 3D projects such as interiors and vehicle graphics.
- Assist the Senior Designers in delivering high quality design services to a wider range of clients across campus.
- Communicate in a way that accommodates clients' differing levels of creativity, and IT and design/print understanding and skills.
- Any other duties as may be assigned reasonably by the Senior Designers.

**Supervision received**

The person appointed will be line managed by a Senior Designer. They will work closely with the other members of the Creative and Print Services team and MCE.

**Contact**

The person appointed will have contact with staff at all levels throughout the University.

**Terms and conditions**

The post is permanent, full-time – 36 hours per week.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

# PERSON SPECIFICATION

Job Title	School/Department
Designer	MCE – Creative & Print Services

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills.</li> <li>• Excellent inter-personal skills.</li> <li>• Experience using industry standard applications, including Adobe DreamWeaver, Fireworks, InDesign, Illustrator and Photoshop.</li> <li>• Strong web design / build experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, for a range of audiences, including marketing.</li> <li>• Experience with Sitecore / SXA.</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Honours degree or equivalent in a design related area.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Proven experience of designing materials from conception to implementation.</li> <li>• Excellent working knowledge of web design applications including DreamWeaver and Photoshop.</li> <li>• Sound knowledge of and strong commitment to web standards, website accessibility and usability.</li> <li>• Experience of using JavaScript.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the diversity of activity in a university environment.</li> </ul>

<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Strong record of delivering projects.</li> <li>• Strong information design skills.</li> <li>• Strong graphic design skills.</li> <li>• Strong typographic skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with academics.</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively under pressure.</li> <li>• Ability to work independently or as part of a team.</li> <li>• Attentive to detail.</li> <li>• Adaptable and flexible.</li> <li>• Proactive and able to take responsibility for areas of work.</li> <li>• Confidence to resolve queries directly with clients.</li> <li>• Excellent written, communication and presentation skills.</li> <li>• Resilient.</li> </ul>	
Completed by: Karen Smalley		Date: