POSITION DESCRIPTION

Position Title: Graphic Designer
Organisation Unit: The University of Queensland
Position Number: 3024731
Type of Employment: Full time / Fixed Term (9 months)
Classification: Hwe Level 4

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

The University of Queensland Library

The Library provides a range of services to its customers, maintaining traditional library services as well as implementing new technologies in service delivery and the provision of information skills programs to a variety of clients. The Library pro-actively supports the University’s learning, discovery and engagement strategies in a rapidly changing environment.

The Library’s collection is one of the largest academic collections in Australia and by far the largest in Queensland. The collection encompasses more than 2.5 million volumes, a burgeoning online collection of approximately 75,000 distinct journal titles in electronic and/or print format, over 500,000 electronic books and over 1,000 networked databases, as well as manuscripts, microform and pictorial collections.

Information about the University of Queensland Library including its Profile and Operational Plan is available at www.library.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

Ensure the effective co-ordination and production of The University of Queensland Library’s print and web based publications and general image.

Duties

Duties and responsibilities include, but are not limited to:

- Provide high quality design services including creative solutions, concepts and designs for a variety of print and digital publication types including brochures, reports, posters, displays, web pages and online email newsletters.
- Prepare original and template-based designs and artwork for print publications and/or web/multimedia/digital projects where required.
- Liaise with a range of stakeholders/clients across the Library and University to provide accurate, timely and innovative advice on all graphic design and publishing-related matters.
- Liaise with external suppliers as required.
- Monitor material on the Library website to ensure that the content and image are consistent with the Library’s printed material.
• Source and create images for inclusion in marketing collateral and digital content assets.

• Prepare digital print-ready artwork files and liaise with printers to manage the print process and ensure efficient output.

• Implement the University’s Corporate Identity and Branding Guidelines on Library materials produced ensuring brand integrity.

• Assist with creating and maintaining usable and engaging web content

• Provide administrative support to the Library’s Marketing, Engagement and Advancement activities and any other duties as reasonably directed by your supervisor

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the [University’s Code of Conduct](#)

- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School

- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

This position reports to the Manager, Marketing and Communications.
SELECTION CRITERIA

Essential

- A Diploma of Graphic Design and or web design or an equivalent combination of relevant experience and education.
- Proven proficiency in image manipulation software (e.g. Photoshop), vector-based drawing applications (e.g. Illustrator), desktop publishing programs (especially, Adobe InDesign), and other software (including Microsoft Office Suite, Acrobat Professional, Internet and Intranet searching techniques)
- Demonstrated experience with digital design and multimedia/digital publications including interactive PDFs; and demonstrated experience with pre-press requirements.
- Demonstrated ability to devise original design concepts for a variety of applications, whilst adhering to corporate identity parameters and methodologies in the higher education or commercial environment.
- Knowledge of or ability to rapidly acquire best practice in online web content including accessibility, usability, writing for the web
- Excellent organisational skills; including the ability to prioritise, work autonomously and adhere to tight production deadlines.
- Excellent communication and interpersonal skills

Desirable

- Further qualifications in graphic design, visual communication, web design or other relevant area, and recent industry experience (or equivalent combination of education/training/experience) in a tertiary institution or large commercial environment.
- High-level skills and technical knowledge in the preparation and production of high quality digital and multimedia graphic solutions
- Experience writing and editing or the ability to quickly acquire knowledge of HTML and CSS.
- Experience working with or the ability to quickly acquire knowledge of UQ web systems (Drupal).
- Experience with one or more of the following digital applications:
  - Adobe Flash
  - Adobe Fireworks
  - Sketch

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au