



NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position number	32169/ 496887
APS Level	APS Level 5
Branch & Section	Access and Public Engagement Branch Communications, Marketing, Partnerships and Events Section
Position title	Graphic Designer
Job Role	Creative / Visual or Graphic (120201)
Location	Parkes, ACT
Status	Ongoing/ Non-ongoing, fulltime (12 months)
Security designation	Baseline
Salary range	\$82,291 to \$88,273 + 15.4% Superannuation
Contact Officer	Jonathon Fogarty Assistant Director Marketing & Retail (A/g) 02 6212 3600 jonathon.fogarty@naa.gov.au

About the role

Access and Public Engagement Branch is the public face of the National Archives of Australia, delivering reference, description and research services, examination for the release of records in the open period, exhibition, education and public programs, publishing (including digital publishing), marketing, partnerships and events on site at national and state offices, and online. All programs and activities support the key National Archives' role of providing an accessible, visible and interpreted national archival collection.

The Communication, Marketing, Partnerships and Events section is responsible for promoting and profiling the National Archives of Australia through publishing and production, brand management, marketing, public relations, media, social media, strategic partnerships, corporate events, retail activities and the Members Program. The section supports the National Archives' key role of providing an accessible, visible and interpreted national archival collection.

Under the direction of the Senior Graphic Designer the main duties of the role are to:

1. Provide creative, design and production services for National Archives services and programs across print, digital and audiovisual formats.
2. Implement National Archives visual identity guidelines and NAA brand across all designed collateral.
3. Coordinate and deliver design projects for internal and external clients and stakeholders.
4. Provide specialist and professional advice in line with best practice and industry standards.
5. Develop and maintain effective, professional relationships with internal and external stakeholders, both national and international, cultural institutions, government agencies and private companies
6. Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
7. Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and ["Our Values"](#).

Please Note, this position will be offered on a non-ongoing basis for 12 months.

Who we are

The National Archives of Australia (the National Archives) provides leadership in best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Our vision: Australia's cultural identity and democracy are strengthened by connecting people with the evidence of Australian Government activities and decisions.

We operate in a complex, challenging and changing environment requiring professional and robust risk management. We support a positive risk culture where risks are discussed regularly and either accepted or actively managed to prevent or reduce their impact. The National Archives recognises that the factors that generate risks can also create opportunities, particularly in our rapidly changing digital environment.

The National Archives is committed to:

- service excellence
- leadership
- innovation
- responsibility
- collaboration

The National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing program encourages and supports a healthier workplace and healthy lifestyle changes for employees.

Are you eligible?

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume and samples of your work
- statement (**500 words maximum**), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the "[Performance Expectations](#)" at the relevant classification and the National Archives' Vision, Mission and Commitments as expressed in the [Strategy 2030](#) and "[Our Values](#)".

The National Archives has a skilled and diverse workforce. We value our people, performance, integrity and service, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.