



Position Description

College/Division:	International Strategy Portfolio
Department/Unit:	International Strategy and Future Students
Position Title:	Graphic Designer
Classification:	ANU Officer 5 (Administration)
Position No:	2865
Responsible to:	Senior Graphic Designer
Number of positions that report to this role:	0
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

The International Strategy and Future Students (ISFS) Division brings together brand (identity), international and domestic strategy, market research, marketing, advertising, digital, social media engagement and creative design at ANU. The Division is responsible for delivering high quality communications and experiences for future students in accordance with the University's strategic objectives.

As part of a small creative team, and under the direction of the ANU Identity Manager, this role provides creative interpretation and application of the ANU brand across marketing, graphic design, advertising and promotional initiatives.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Graphic Designer reports directly to the ANU Identity Manager. The position contributes to the design leadership and creative direction provided by the design studio to the University's internal stakeholders and clients. The role works closely with the marketing design and web teams, and graphic designers and marketers across campus.

This position delivers content that reflects the University's reputation and position and clearly articulates information in a digital environment.

Role Statement:

Under broad direction of the ANU Identity Manager, the Designer role will:

- Provide creative direction and design services in relation to marketing projects across the University.
- Deliver creative solutions to design briefs for corporate and ANU-wide marketing projects in accordance with the ANU brand guidelines and in respect to the evolution of the ANU brand.
- Facilitate efficient use of design studio skill sets and foster communication within the International Strategy and Future Student Division.
- Develop and facilitate training for digital design and output and provide guidance and mentoring to designers in the design studio and the University network.
- Liaise with internal clients and external suppliers on delivery of marketing projects.
- Undertake administrative tasks including quality control, project and workflow administration, project castings and reporting.
- Other duties as consistent with the classification level of the position.

SELECTION CRITERIA:

1. Demonstrated extensive experience developing and implementing creative design solutions in a studio environment.
2. Proven ability to provide design leadership and creative direction.
3. Advanced skills using the Adobe Creative Suite including Acrobat, Illustrator, Photoshop and InDesign. Experience in digital and web environments would be highly regarded.
4. Excellent organisational skills, time management and proven attention to detail.
5. Demonstrated ability to work as an effective member of a small team, and independently, and build positive relationships at all levels of an organization.
6. Demonstrated high level of understanding of equal opportunity principles and a commitment to the application of equal opportunity policies in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)[Academic Typical Duties](#)[ANU Salaries](#)[Job Opportunities](#)[Recruitment Flowchart](#) (ANU internal access only)[Information for Applicants and how to apply](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	International Strategy Portfolio	Dept/School/Section	International Strategy and Future Students
Position Title	Graphic Designer	Classification	ANU Officer 5 (Administration)
Position No.	2865	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		