



**Australian
National
University**

Position Description

College/Division:	ANU College of Engineering and Computer Science
Department/Unit:	Marketing and Communications Office
Position Title:	Graphic Designer
Classification:	ANU05
Position No:	NEW
Responsible to:	Senior Marketing and Communications Officer

PURPOSE STATEMENT:

The ANU College of Engineering and Computer Science (CECS) is dedicated to contributing to The Australian National University's reputation for excellence in research and research-led education, bringing together expertise across a range of areas to reimagine the role of engineering and computing for future generations. CECS is a diverse and vibrant community dedicated to discovery and to making knowledge matter. Our academics and students are engaged in ground-breaking, cutting-edge research, in exciting areas such as renewable energy, robotics, telecommunications, biomaterials, human-machine interaction, and artificial intelligence.

The Marketing & Communication Office provides strategic and operational advice to the College and is responsible for the College's marketing, events, external and internal communications and the coordination and planning of student recruitment activities.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Graphic Designer reports directly to the Senior Marketing and Communications Officer within the Marketing and Communications Office. The role will work closely with Marketing and Communications Office colleagues to implement creative solutions to support marketing projects and strategic initiatives that advance engineering and computer science at ANU. The role will also work closely with the College Project Management Office (PMO) to help create communication products that support transformational initiatives under the Reimagine Project, including printed and digital applications.

Role Statement:

1. Contribute to developing creative solutions to a range of marketing projects that include publications, merchandise, advertising, digital, web and built applications.
2. Produce design material in line with the ANU and College brand guidelines and contribute to projects that require an evolution of the Reimagine and College visual identities.
3. Efficiently operate within the existing Marketing and Communications project management and operational processes.
4. Liaise with College clients, including the College Project Management Office (PMO) and academic areas regarding design, artwork and printing requirements as requested, to support the College's marketing and design requirements.
5. Keep up to date with trends and developments in graphic design and marketing that are relevant to the marketing needs of the College.
6. Provide quality control over the College identity and sub-brands, including providing style and design advice to internal and external stakeholders as required.
7. Undertake other duties consistent with the level and the overall activities of the Marketing and Communications Office as requested.

SELECTION CRITERIA:

1. Experience developing and implementing creative design solutions in a studio environment with commitment and creative flair.
2. Advanced skills using the Adobe Creative Suite, eg Acrobat, Illustrator, Photoshop and InDesign.
3. Excellent organisational skills, time management and proven attention to detail.
4. The ability to multi-task and manage numerous concurrent jobs.
5. Excellent written and oral communication skills.
6. Demonstrated high level of understanding of equal opportunity principles and a commitment to the application of equal opportunity policies in a university context.

Supervisor Signature:		Date:	01/08/2019
Printed Name:	Zoe Cornell	Uni ID:	4423303

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)

Pre-Employment Work Environment Report

Please note the Pre-Employment Work Environment Report form http://info.anu.edu.au/Policies/_DHR/Forms/HR51.asp must be completed by the supervisor of the advertised position and provided electronically as a separate document, as it will be uploaded into the Recruit@ANU system and available for applicants to download when reviewing the position documentation. Without this form jobs cannot be advertised.