

# Position Description



<b>Title</b>	Graphic Designer
<b>Business Unit</b>	Creative and Digital Services   Community and External Relations
<b>Location</b>	Flexible – Victoria or Tasmania
<b>Employment type</b>	Ongoing – Part time
<b>Reports to</b>	Creative Lead

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallecoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

This role is responsible for delivering graphic design solutions for a variety of mediums and channels while effectively executing the visual identity and brand strategy.

## 3. Scope

**Budget:** Nil

**People:** Nil

## 4. Relationships

### Internal

- All services requesting graphic design support

### External

- Creative colleagues in sister agencies in the Uniting brand
- Other Uniting Church agencies and organisations
- External suppliers (printers, photographers, videographers)

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### 5. Key responsibility areas

#### Service delivery

- Develop and execute design and visual solutions that maximise Uniting’s impact, differentiate our brand and services, and achieve organisational and client outcomes
- Collaborate with the team in the development and production of engaging visual content for a range of channels, with the purpose of increasing awareness and involvement with our brand and services
- Develop a core understanding of the Uniting brand, its visual identity to be able to advise on its application across a range of platforms/channels, formats and activities and services
- Execute briefs, present concepts, strategy and rationale to team, and as required, to stakeholders
- Inform and execute design solutions to meet briefs in ways that can be measured on their effectiveness
- Support all divisional activity with creative design solutions
- With Creative Lead, provide art direction for all visual content-gathering

#### People and Teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

#### Personal accountability

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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### 6. Person specification

#### Qualifications

- Essential: Bachelor's degree or equivalent tertiary qualification in graphic design, communication design or related
- Desirable: Supplementary professional qualifications in design disciplines

#### Experience

- At least 2 years' experience in graphic design, print production and digital campaigns

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Project management:** Understanding of project management and change management principles and application of relevant associated tools.
- **Relationship management:** Demonstrated ability to develop and maintain effective relationships with key stakeholders, and highly developed negotiation and strategic relationship management skills.
- **Communication:** Highly developed communication skills, both written and verbal, including an ability to prepare high level reports to Executives and external parties.
- **Multitask:** An ability to manage a multitude of complex tasks and projects simultaneously.
- **Communication:** Outstanding verbal and written communication, ability to relate meaningfully to people at all levels and ability to explain complex technical matters clearly and succinctly.

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### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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### 8. Acknowledgement

**I have read, understood and accepted the above Position Description**

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>

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