**APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT,** marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

# Graphic Designer

**Vacancy ID: 007007**

Salary: £21,057.00 - £22,434.00 Annually

Closing Date: 18/12/2016

**Benefits & Grade**

Grade H

**Contract Details**

Permanent

**Contract Hours**

37 hours per week

**Job Description**

The Tees Valley is at the forefront of northern economic growth, and a flagship for successful devolution.  We have big ambitions for our area, and a partnership between councils, business and other committed partners strengthened over 20 years of collaboration. The creation of a new Combined Authority this year marked a major step forward for our region, building on our excellent partnership with business through our local enterprise partnership.

To help us deliver our plans we are looking to appoint a Graphics Designer to join TVCA’s Communications and Marketing Team and support the production of innovative and eye-catching designs that will be used across a wide range of new and traditional marketing materials to appeal to a diverse range of audiences.

This is an exciting role for an enthusiastic, highly motivated and talented individual with experience of working within a fast-paced marketing / design team.

If you can act as a brand champion, have a good eye for detail and can identify the most effective way to present information we look forward to hearing from you.

For detailed information on this role, please refer to the Job Description and Person Specification.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

**JOB DESCRIPTION**

**Post Title:**  Graphic Designer

**Post Reference:** TVCA 15

**Grade:** H

**Responsible to:** Communications Manager

## Job Purpose

To work with TVCA staff to produce innovative and eye catching designs for a range of media. To act as a brand champion and advise staff at all levels on the use of TVCA’s corporate identity

## Duties & Responsibilities

1. Work closely with TVCA’s staff to produce design concepts that meet our needs.
2. Liaising with external design companies and printers to ensure best value for money
3. Use innovation and creative thinking to develop new ideas and concepts.
4. Working on print designs from the initial ideas gathering stage right through to print.
5. Management of the corporate identity – responsible for the corporate identity style guide, advising on brand usage and ensure consistency of corporate branding and identity, including with external suppliers.
6. Keeping abreast of emerging technologies and techniques in new media, particularly graphic and print design.
7. The ability to work with a wide range of media including design concepts, illustration and photography.
8. Produce artwork for both print and digital campaigns, and marketing initiatives, developing project plans and meeting deadlines.
9. Liaise with Ordnance Survey in respect of licencing/purchasing and reproduction, providing advice and guidance for TVCA.
10. Produce and maintain a TVU publications library.
11. Day to day document administration tasks including updating, publishing and access control.
12. Undertake web maintenance tasks where necessary including links checking and content updates.
13. To advise and assist users with document presentation and minor computing issues.
14. To partake in TVCA’s staff training and development policies as well as the Council’s system of performance appraisal
15. To treat all information gathered for TVCA, either electronically or manually, in a confidential manner
16. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
17. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
18. Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority’s health and safety rules and legislative requirements.

**PERSON SPECIFICATION**

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| --- | --- |
| **Post Title: Graphic Designer**  **Post Reference: TVCA15** |  |
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| Qualifications and Experience | | | |
| Criteria | Essential | Desirable | Method of Assessment |
| **Qualifications and Education** | Graduate or equivalent in a relevant subject or equivalent vocational experience |  | Application |
| **Experience and knowledge** | Substantial experience of working in a creative digital environment  Substantial experience of using Adobe products such as Photoshop, Illustrator, InDesign and Fireworks  Proven knowledge of the print process, colour output and paper variations and experience of working closely with printers.  Substantial experience of producing innovative and creative print and graphic designs.  Experience of designing and managing corporate brand and advising on brand usage.  Experience of liaising with external suppliers  Experience of forward planning design projects to customer requirements. | Experience of designing responsive and accessible websites for a range of devices | Application & Interview |
| **Skills** | Excellent skills in the use of typography  Excellent skills in taking and editing photos.  Eye for detail and accuracy.  Proven ability to think in an innovative and creative way to deliver eye catching designs.  Excellent organisational skills  Good multi-tasking skills  Excellent interpersonal skills with the ability to communicate (both verbally and in writing) with people at all levels.  Ability to create designs within a corporate brand.  Experience of working with CMS systems for publishing web content.  Proven ability to meet tight deadlines  Ability to work on own initiative across different departments to solve problems. | Strong working knowledge of HTML5, XHTML, CSS (including CSS3) for from end web development | Application & Interview |
| **Personal Attributes** | Resilient under pressure  Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours.  Commitment to own continuous personal and professional development.  Strong team player, committed to an ethos of continuous improvement | Full driving licence  Evidence of own continuous personal and professional development. | Application & Interview |

**Conditions of Service**

**General**

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

**Office Hours**

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

**Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

**Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

**Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

**Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

**Probation**

New entrants to Local Government will be required to complete a six month probationary period.

**Equal Opportunities**

The Authority is working towards an environment where all employees receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

**Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

**Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

**Smoking Policy**

The Authority operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted.  If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.