



# Job Description Form

## Position Details

|  |  |   |
|--|--|---|
| <b>Position Title:</b><br>Senior Graphic Designer    | <b>Position Number:</b><br>DBCA1602111                     | <b>Level:</b><br>4                      |
| <b>Division:</b><br>Science, Strategy and Governance | <b>Branch:</b><br>Public Information and Corporate Affairs | <b>Section:</b><br>Graphic Design       |
| <b>Employment Agreement:</b><br>PSA 1992 / PSCA 2024 | <b>Location:</b><br>Kensington                             | <b>Effective date:</b><br>15 April 2026 |

## Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



**Integrity**  
*Commitment to knowing and doing what is right*



**Collaboration**  
*Commitment to team, partnership and the support of others*



**Accountability**  
*Commitment to being transparent, taking ownership and personal responsibility*



**Respect**  
*Commitment to the respect of people, culture and place*



**Excellence**  
*Commitment to quality, innovation and continuous improvement*

## Reporting Relationships

|  |                         |   |   |                        |
|--|-------------------------|---|---|------------------------|
| <b>Position Title</b><br>Design and Production Coordinator | <b>Level/Grade</b><br>5 | ⇐ | <b>Position title</b><br>Senior Graphic Designer (multiple)<br>Brand and Digital Design Coordinator | <b>Level</b><br>4<br>5 |
| ↑  |                         |   |   |                        |
| <b>Responsible to</b>                                      |                         |   |   |                        |
| ↑  |                         |   |   |                        |

### Officers under *direct* responsibility

| Position Title | Level/Grade | Approx. no. FTEs supervised |
|----------------|-------------|-----------------------------|
|----------------|-------------|-----------------------------|

## About the Role

- Applies graphic design skills and creativity to the development of departmental information materials.
- Works within a small team of graphic designers who are part of a broader branch that delivers complementary communication, environmental education and behaviour change projects.
- Interprets briefs from a range of stakeholders, including regional departmental staff and partners, and project manages design, production and delivery of digital and printed design materials, including in-park signage.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation

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|--|-------------------------|--|
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| <b>Position No.</b><br>DBCA1602111               | <b>Level/Grade</b><br>4 | <b>Effective Date</b><br>15 April 2026 |

## Responsibilities

### Graphic Design

- Designs visually engaging departmental communications products for a range of audiences. This includes digital materials, in-park signage, promotional and educational materials, and printed publications.
- Interprets client briefs from a range of stakeholders and develops concepts and design products to support strategic communication plans.

### Project Management

- Liaises with clients, photographers, illustrators, printers and other suppliers to coordinate production of designed information products.
- Develops design solutions that support the department's external partnerships, including with Traditional Owner groups and industry.
- Provides technical advice on the selection of photographs, illustrations, as well as graphic design and brand implementation.

### Other

- In a graphic design context, contributes to information materials that support the department's bushfire suppression and prescribed burning operations.
- Undertakes other duties as directed.

## Selection Criteria

**Applicants should address the following three criteria. These should be addressed in no more than two pages in total.**

1. Demonstrated experience and creativity in graphic design.
2. Demonstrated experience in managing client, stakeholder and supplier relationships in the context of graphic design project management.
3. Demonstrated experience in developing and/or implementing brand guidelines, including co-branding with partners.

A separate portfolio containing four examples of graphic design work should be submitted as a digital attachment in support of applicants claims against the selection criteria.

**The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required.**

4. Demonstrated high level proficiency in Adobe Creative Suite including InDesign, Illustrator and Photoshop.
5. Demonstrated ability to meet multiple competing deadlines.
6. Demonstrated well-developed verbal and interpersonal skills and the ability to work effectively in a small team environment.
7. Understanding of occupational safety and health practices.

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**Behaviour Expectations** [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Personal Leadership](#).

### Other position-related information

|   |               |
|---|---------------|
| <b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <b>FTE: 1</b> |
| <b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>For more information refer to the department's guidelines on <a href="#">National Police checks</a> .   |               |
| <b>Current WA Driver's Licence or equivalent (only specify yes if a driver's licence is required for appointment to the position)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |               |
| <b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |               |
| <b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>  |               |
| <b>Allowance and Special Conditions</b><br><input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave<br><input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify) |               |

**Certification** Recruitment and Establishment Section  
Registered JDF  
*Scream* 15 April 2026