



Graphic Designer

School of Isolated and Distance Education

Position number	00032689
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Business Operations (Level 6)
Direct reports	Nil

Context

Information about the School of Isolated and Distance Education (SIDE) is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Create graphics for print and online materials that promote clarity and stimulation for a diverse range of audiences and purposes, including presentations, animations, interactions, static graphics, page layouts and online interfaces.
- Collaborate with clients, content experts and the learning media specialists to gain a clear understanding of brief requirements.
- Edit graphics and products with regard to existing styles and design.
- Comply with established administrative and work procedures and protocols.
- Keep up-to-date with current trends and best practices in graphic design and technologies.
- Provide advice and liaise with stakeholders to promote constant improvement of products and services.

Selection criteria

1. Demonstrated experience in graphic design and multimedia development for electronic learning environments and in transferring multimedia elements between different media (e.g. online and print) and computer platforms.
2. Demonstrated well developed computer skills and experience in the use of industry standard tools.

3. Demonstrated well developed analytical, interpretive and conceptual skills in a graphic design environment.
4. Demonstrated sound written, verbal and interpersonal communication skills with the ability to work effectively within a team environment and with individuals at all levels.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 1 August 2024
Reference D24/0550285