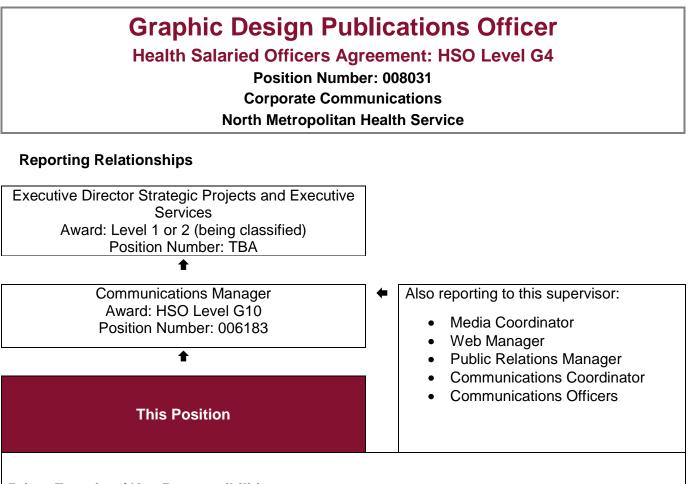


## North Metropolitan Health Service Job Description Form

HSS Registered February 2017



Prime Function / Key Responsibilities

Responsible for the provision of graphic design support for the North Metropolitan Health Service (NMHS) and coordinates the production of NMHS strategic and consumer publications.

# Graphic Design Publications Officer | HSO Level G4 | Position Number: 008031

### Brief Summary of Duties (in order of importance)

### 1. Graphic Design (100% breakdown)

- 1.1 Responsible for the provision of graphic design support for NMHS including printed and electronic newsletters, brochures, fliers and publications.
- 1.2 Provides advice to NMHS staff on the production of communications materials in line with the WA Health Style Guide for Corporate Visual Identity.
- 1.3 Proofreads and edits publications before printing.
- 1.4 Liaises with printing contractors and seeks quotations to production publications.
- 1.5 Where design work is unable to be completed in-house, advises staff on the correct process for the external production of publications.
- 1.6 Develops and maintains a log of all publications produced by NMHS.
- 1.7 Ensures publications are available on the relevant internet site where appropriate.
- 1.8 Develops and maintains a NMHS photo library.

### 2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 3. Undertakes other duties as directed.

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## **Work Related Requirements**

### **Essential Selection Criteria**

- 1. Previous graphic design experience including proficiency in Adobe Indesign, Photoshop and Illustrator.
- 2. Well-developed proofreading and editing skills.
- 3. Excellent interpersonal and verbal skills, including strong negotiation skills.
- 4. Demonstrated ability to work as part of a team and independently, with minimal supervision.
- 5. Effective time management skills and ability to work to tight deadlines.

### **Desirable Selection Criteria**

- 1. Tertiary qualification in a relevant discipline or equivalent industry experience.
- 2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

### Certification

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

Manager/Supervisor	Dept./Division Head	Position Occupant
Name:	Name:	Name:
Signature/HE:	Signature/HE:	Signature/HE:
Date:	Date:	Date: