



North Metropolitan Health Service  
**Job Description Form**

HSS Registered February 2017

**Graphic Design Publications Officer**

**Health Salaried Officers Agreement: HSO Level G4**

**Position Number: 008031**

**Corporate Communications**

**North Metropolitan Health Service**

**Reporting Relationships**

Executive Director Strategic Projects and Executive Services  
Award: Level 1 or 2 (being classified)  
Position Number: TBA



Communications Manager  
Award: HSO Level G10  
Position Number: 006183



Also reporting to this supervisor:

- Media Coordinator
- Web Manager
- Public Relations Manager
- Communications Coordinator
- Communications Officers

**This Position**

**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.

**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.**

## **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**

Name:  
Signature/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature/HE:  
Date:

### **Position Occupant**

Name:  
Signature/HE:  
Date: