



Graphic Designer - Level 4 (MIS25036)

Group:	Corporate Services and Labour Relations	Location:	Mineral House - East Perth
Division/Directorate:	Corporate Services	Supervises:	0
Branch:	Corporate Communications	Reports to:	Coordinator Design
Section:	NA		

Operational Context

Corporate Communications Branch is responsible for all aspects of the department's corporate communications and marketing functions including internal and external communications, media relations, public relations, social media, website content and development, and issues management. The branch provides strategic advice and support to the Director General, the Executive team and across the department.

Role Overview

This position develops design concepts and briefs for a range of information and communication products and services. In addition, this role creates and develops the graphic design concepts to presentation standards for approval by the Coordinator Design, meeting the Department's style guidelines and government requirements.

Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Maintains a digital archive of published material.
- Creates and develops the graphic design concepts to presentation standards to be approved by the Coordinator Design.
- Communicates with internal staff on the design needs and corporate standards of communications material, ensuring production cost-effectiveness and brand consistency.
- Liaises with external suppliers on the cost and quality of materials produced.
- Conceptualises, designs, prepares artwork and coordinates the production for all aspects of graphic design and visual communications, publications, stationary and other print and digital communications materials.
- Complies with the department's style guides and government requirements.
- Participates as a member of the Design team.
- Performs administration duties.
- Maintains an understanding of industry trends and technology.
- Ensures production schedules are adhered to.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated creative experience and ability in developing design solutions for promotional publications, information products, display material and other communication mediums.
- Knowledge of graphic and online design principals and experience in the use of current graphics design software packages on a PC Platform.
- A good understanding of modern print technology, and the requirements of commercial printers.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You complete your work to a high standard and ensure information is accurate.
- **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness.
- **Dynamically Sense The Environment** - You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.
- **Deliver on High Leverage Areas** - You take responsibility for managing your work to achieve results, keeping others informed of your progress.
- **Build Capability** - You actively contribute to the development of your team's capability, ensuring you support your team members.
- **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
- **Lead Adaptively** - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.

This position reports to:

Coordinator Design

Position No: MIN96177 Classification: L6

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check

Approved Date

05-FEB-2025