

Role Description

Graphic Designer

Job Ad Reference	QLD/CO365655/21T		
Job Evaluation No.	18769	TRIM No.	17/520104
Work Unit	International Marketing and Communications DE International State Schools – Rural and Remote State Schools Division		
Location	Brisbane		
Classification	AO4 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Temporary Full-Time For a period of 3 months unless otherwise determined		
Salary Range	\$74, 615 - \$81, 815 per annum <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
Contact Officer	Lena Mete		
Contact Telephone	(07) 3513 5742		
Closing Date	Sunday, 07 March 2021		

Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.
- Corporate Services Division consists of Information and Technologies Branch, Human Resources Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.

DE International contributes to the department's vision by providing strategic leadership for the implementation of the Government's international education and training policy, strategy and marketing activities.



Its purpose is to deliver social, cultural and economic benefits to Queensland through the provision of quality international education and training products and services to domestic and international clients.

Key objectives are to position Queensland's education and training internationally, growing and sustaining commercial business and increasing export revenue and encouraging and preparing Queenslanders to live and work in a global community.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Graphic Designer you will:

- Provide graphic design services to all project teams executing creative design and production solutions for publications and promotional products across print and digital media.
- Provide advice to all project teams on all aspects of design and production that ensures adherence to Queensland Government Corporate Identity, corporate style guides such as identity and branding principles, publishing standards, colour schemes, font styles and templates, and departmental publishing standards.

The Graphic Designer reports to the Marketing Manager, DE International, State Schools – Rural, Remote and International.

Your role

As the Graphic Designer you will have responsibility for the following:

- Perform complex graphic design, video editing and multimedia production tasks using Microsoft Office Products and Adobe Creative Cloud applications, namely InDesign, Illustrator, Photoshop, Acrobat and Premiere.
- Design, develop and maintain content for Education Queensland International's (EQI's) SharePoint corporate web site, internal web site and publish content onto the department's website.
- Maintain administrative procedures and processes including the procuring and filing of project consent forms and documenting Approval To Publish (ATP) requests using HP Records Manager.
- Provide creative solutions, concepts and finished designs for graphic design projects while working within the parameters of brand style guidelines.
- Provide ongoing solutions and advice to ensure that all publications and promotional materials are designed to achieve their market objectives and communicate effectively to their target audience.
- Coordinate production of both print and multimedia resources ensuring that all activities have timely and cost effective outcomes.
- Maintain current knowledge and skills in graphic design and the production of communication and marketing materials using contemporary publishing and design software.
- Obtain cost estimates and quotations for production services and provide a service based approach in relation to project staff when called to provide specialist skills or undertake on demand tasks.
- Maintain an awareness of government policy standards in regard to conflicts of interest and commercial in confidence and maintain and archive assets in accordance with the department's risk management policy.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Demonstrated experience in graphic design, publishing and printing processes with a demonstrated application of creative graphic design principles and techniques.

2. Achieves results

Demonstrated skills in supporting the development of design and communication projects from inception to outcome including graphic design, web design and multimedia communication projects.

3. Supports productive working relationships

Ability to maintain relationships with external organisations and contractors, departmental clients at all levels, third party suppliers and stakeholders while assisting to ensure the quality of services provided.

4. Displays personal drive and integrity

Respond to client needs through a process of consultation and collaboration in order to give greater client satisfaction with the department's services and take personal responsibility for accurate completion of work and commit energy and drive to see that goals are achieved.

5. Communicates with influence

Well developed communication and interpersonal skills, including a demonstrated ability to build and maintain client and team relationships, while providing high standard, timely and creative advice.

Additional information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#), a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services: www.bluecard.qld.gov.au/
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au