

Position Description – Intermediate Graphic/Digital Designer

DIVISION & TEAM	People & Brand, Design	REPORTS TO	Manager, Design Lab (or any other position as determined and advised by JSCL)
BAND	F		
FUNCTIONAL RELATIONSHIPS	<p><i>INTERNAL</i></p> <ul style="list-style-type: none"> All teams – including Marketing, People and Capability, Product, Platform, and Services 	<p><i>EXTERNAL</i></p> <ul style="list-style-type: none"> Printers External agencies Photographers Educational Institutions 	
DOES THIS ROLE HAVE DELEGATED AUTHORITY?	No	IF YES, DELEGATED AUTHORITY AMOUNT	\$

1. ROLE PURPOSE

- The core purpose of your role as Intermediate Graphic/Digital Designer is to create a wide spectrum of assets for the Jade brand with a special focus on digital creation.

2. KEY ACCOUNTABILITIES & EXPECTATIONS

You will help create amazing design experiences including:

- Digital assets for websites, emails, social media, user interfaces, presentations etc
- Print assets such as illustrations, storyboards, flyers, advertisements, brochures, logos, direct marketing pieces, posters, office signage & environmental design, exhibits and/or displays, etc.
- Videos and photos - plus maintaining and coordinating appropriate libraries.
- Pitching concepts and examples of our work to clients, visitors, and stakeholders.
- Engaging with the Design industry.

Strong stakeholder communication & management:

- You will be a creative person who enjoys collaboration, storytelling, and delivering amazing content to audiences and stakeholders

Understanding the company brand:

- You will create artwork and make design decisions that align to our company's values and brand. You will articulate the reasoning for your design decisions.

Understanding the company business:

- Time will be spent understanding Jade products, brands, marketing strategy, values and company goals. You will learn about Jade Software and be a subject matter expert (SME) for a particular Jade Business Unit (BU) and associated brands. This will mean learning about the drivers of this BU and working with key stakeholders.
- There may be times when you may undertake work for our Jade partners.
- You will be a brand ambassador and on occasion may speak to groups.

Initiating and sustaining conversations about Design:

- Design is at the core of what we do. You will have conversations about its importance and what it means for us at Jade.

Design industry trends:

- You will maintain your knowledge of aesthetics and trends in the design industry, including colour, style, typography, print, stock images, animation, websites, social media, AI and video. This knowledge will be translated into keeping the Jade brand collateral fresh. It might be acquired by attending conferences, through websites, following social media, reading trade information, and engaging with Design communities.

Jade Values and Culture

- You know our values, what they mean to us and behave in line with them.
- Feedback from your stakeholders should be positive and you will seek feedback on areas where you might feel challenged
- You keep up to date with our vision and purpose, strategies and priorities. You ask questions if you don't understand and challenge when you have different ideas.
- You behave in line with our policies, procedures, and legislative obligations.

Personal Development

- You have an established training and development plan, in consultation with your People Leader and you commit to delivering against it each year.
- You engage in regular development conversations and 1:1s with your People Leader and actively work on areas of your development.

Safety & Wellness

- You actively participate in and support safety and wellness initiatives.
- You understand and comply with our safety and wellness policies and procedures including emergency procedures.
- You will promptly report all accidents and incidents, including discomfort and near misses.
- You keep your work area tidy and clear of clutter and hazards.

Other duties as may be reasonably required from time to time.

3. PERSON SPECIFICATION

	ESSENTIAL	PREFERRED/DESIRABLE
Education/Training	<ul style="list-style-type: none">• Appropriate Tertiary Design qualification	<ul style="list-style-type: none">• Freelance experience• Extra qualifications
Experience/Knowledge/Skills	<ul style="list-style-type: none">• Adobe Creative Suite skills• Figma skills• Microsoft Office skills – especially Word, PowerPoint• Video skills• Photography skills• Website design and creation skills• Adaptability• Good communication and comprehension skills• Previous experience working directly with clients/accounts delivering work	<ul style="list-style-type: none">• Illustration/drawing skills• Experience with HubSpot or similar CRM/website creation platform• Previous agency experience