

POSITION DESCRIPTION

POSITION:	Graphic Designer (6 Month Contract)
AREA:	Communications/Business Systems & Integration
REPORTS TO:	Manager - Communications
DIRECT REPORTS:	Nil
CLASSIFICATION:	Level 3

RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV's vision is to achieve health equity for rural, regional and Aboriginal Victorians.

At RWAV we create sustainable health workforce models that support Victoria's rural, regional and Aboriginal communities.

We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

OUR MISSION

To apply contemporary workforce development strategies that advance rural, regional and Aboriginal Victorians' access to high-quality health care.

OUR VALUES

It is integral for all of our employees to share in our values of **Respect, Accountability, Collaboration, Innovation and Courage.**

YOUR ROLE

The primary responsibility of the Graphic Designer is to design the wireframes and other graphical elements for the RWAV website redevelopment and work with developers to transform this into a functional, user friendly website.

Other responsibilities will include designing publications (including brochures, advertising and other collateral), implementing a photo cataloguing process and developing and growing RWAV's image catalogue (including coordination of photo shoots).

KEY RESPONSIBILITIES

1. Create a website mock-up or wireframe using image editing software and work with developers and programmers to transform this wireframe into a functional website.

2. Work closely with web developers to ensure front-end and back-end elements work together as expected.
3. Design, layout and produce a range of material including flyers, advertisements, document templates, banners, posters, newsletters and annual reports to effectively communicate with a range of stakeholders.
4. Ensure publications are to the highest visual design standards and effectively and appropriately communicate with RWAV's stakeholders.
5. Development of an RWAV photo library, including coordination of photo shoots, cataloguing of images, arranging photo approvals and appropriate distribution/storage of images.
6. Other duties as directed by the CEO in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

SELECTION CRITERIA

- Proven graphic design and website design experience (3 years in related job/industry)
- Experience using Adobe Creative Suite (InDesign, Photoshop, Illustrator and After Effects)
- Demonstrated capacity to collaborate with internal customers and external contractors including printers, designers, illustrators and distributors.
- Experience converting website designs to HTML elements, experience with Word Press, illustration or copywriting skills
- Experience designing highly engaging publications, including flyers, brochures, website graphics and reports.
- A highly creative mind with impeccable taste and detail-oriented
- Excellent interpersonal and communication skills (verbal and written), including the ability to build positive relationships and to communicate and negotiate effectively with a variety of stakeholders
- A proactive approach to problem-solving, with strong decision-making skills
- Strong organisational and time management skills, including the ability to multitask and prioritise tasks
- Illustrated ability to maintain focus and attention to detail while dealing with multiple tasks
- Demonstrated ability to maintain strict confidentiality with all materials, and exercise discretion as required
- Desirable: Search Engine Optimization experience, video editing and animation experience

REVIEWED:	February 2021
CONDUCTED BY:	People and Culture
APPROVED BY:	CEO

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----