# Position Details

## Communication & Information- CSOF3

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Graphic Designer |
| Job Reference | 79503 |
| Tenure | Specified term of 2 years |
| Salary Range | AU$66,163 to AU$84,207 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Newcastle or Canberra only (non negotiable) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Brand Manager |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Kirsten Lea via email at Kirsten.lea@csiro.au or  phone +61 2 4960 6245 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The role of graphic designers in CSIRO is to strengthen and grow CSIRO’s brand by translating our science and work into designs that are inspiring and impactful. The role involves end-to-end production for graphic design projects, including graphic design, supplier and production coordination and client liaison.

Graphic designers typically interact with their team members across CSIRO’s Corporate Affairs, who are the interface between the graphic designer and business areas across CSIRO. Graphic designers work closely with other members of the Corporate Affairs Brand Team, under the guidance of a senior graphic designer.

### Duties and Key Result Areas:

* Deliver graphic design projects using CSIRO branded design templates and brand guidelines. Projects can include reports, brochures, posters, factsheets, web concepts, infographics, merchandise and illustrations.
* Deliver concepts and ideas/pitches for creative campaigns.
* Deliver on-brand solutions when a template is not available.
* Manage graphic design projects end-to-end, including the administration within the job management system and production liaison.
* Develop and maintain aspects of our brand style guide and document templates.
* Contribute to developing and maintaining the image library.
* Work courteously and efficiently with internal client on their projects, including providing production schedules, reverse briefing and progress updates.
* Collaborate and provide support/information to our internal clients to build their brand knowledge and understanding, often in an environment where there are conflicting priorities and deadlines to be met.
* Investigate and recommend changes to processes in the brand team, with technological advancement and your field of expertise.
* Communicate openly, effectively and respectfully with all team members, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team and business unit.
* Adhere to the spirit and practice of CSIRO’s code of conduct, health, safety and environment procedures and policy, diversity initiatives and making safety personal goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
* **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people’s points of view. Prepared to try out different approaches.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. A degree in graphic design or equivalent experience
2. Significant design experience in digital and print media
3. Significant design experience using corporate brand guidelines and brand templates
4. Significant experience managing projects end-to-end, including using job management software such as Streamtime
5. Strong conceptual thinking, attention to details and ability to follow the processes of the brand team.
6. Established problem-solving skills and intuitive approach to visual communication.
7. High proficiency in Adobe Suite (inc. Photoshop, Illustrator, InDesign & Acrobat)

## **Desirable:**

1. Experience in document template creation (for example Microsoft Office suite)
2. Experience in creative campaign concepts
3. Experience in web design (concepts only)

Special requirements

The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/).