



Coventry University Students' Union

Job Description

Job Title:	Graphic Designer
Grade:	Grade 5 – 0.6 FTE
Department:	Communications and Creative
Location:	Coventry (option for remote working within the UK)
Responsible to:	Creative Design Manager

Purpose

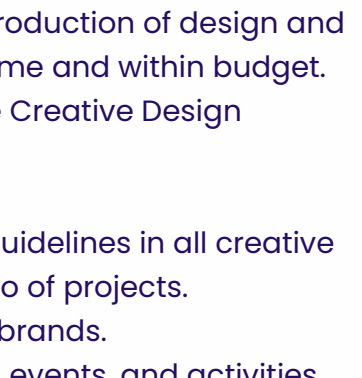
To produce innovative, high quality creative work for both digital and print as part of Phoenix Creative – Coventry University Students' Union's in house design agency. This will be a mixture of internal work for the Students' Union ('SU') and supporting external work for a range of clients.

To provide advice and support to SU staff and elected officers on design options.

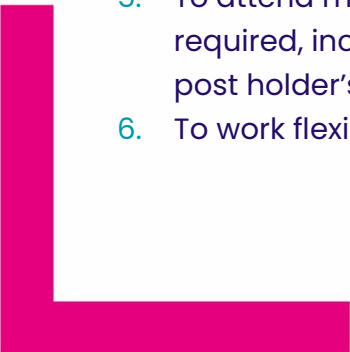
To ensure that print and digital media is effective and supports the wide range of services and functions offered by the SU.

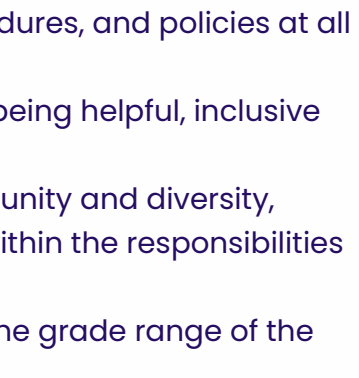
Main Duties and Responsibilities

1. To produce high quality design concept, artwork, and production for publications, media, and communications, both physical and digital, across multiple disciplines.
2. To liaise with SU staff members to propose creative solutions to submitted briefs and support on all aspects of design and print production.

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3. To liaise with SU staff on costings and timing for production of design and printed material, ensuring work is completed on time and within budget.
 4. To liaise with external clients in the absence of the Creative Design Manager where necessary.
 5. To proofread and quality check as required.
 6. To ensure the implementation of relevant brand guidelines in all creative work, maintaining brand integrity across a portfolio of projects.
 7. To be a brand guardian of the SU brand and sub-brands.
 8. To develop high quality artwork for all campaigns, events, and activities.
 9. To ensure that copy and publications comply with SU policies and procedures.
 10. To maintain and organise a concise production schedule implementing systems of tracking work to ensure deadlines are met.
 11. To ensure work is filed, named and stored appropriately.
 12. To negotiate with potential suppliers to achieve value for money for print and promotional goods within required budgets. To place and manage orders, ensuring artwork is suitable for print.
 13. To keep up to date with the latest trends, techniques and innovations in design.
 14. To contribute content and support the management of Phoenix Creative's social channels, showcasing an up-to-date portfolio to current and future clients.
 15. To support the Creative Design Manager in the supervision of any placement students or freelance staff, offering guidance and support and ensuring workflows are managed.

General Responsibilities

1. Any other duties reasonably required by the elected officers with agreement from the post holder's line manager.
 2. To undertake relevant research/development projects as required from time to time.
 3. To lead and participate in departmental and cross departmental projects as required following standardised PMU processes appropriate to grade.
 4. To support and contribute to the Students' Union's communities, committees, societies, activities and campaigns as required.
 5. To attend meetings, conferences and training events as may be reasonably required, including appropriate SU Committee meetings as directed by the post holder's line manager.
 6. To work flexibly – this may at times include weekend and evenings.
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7. To abide by the Students' Union's constitution, procedures, and policies at all times.
 8. To be committed to the Students' Union's values by being helpful, inclusive and ethical.
 9. To demonstrate a commitment to equality of opportunity and diversity, together with an understanding of how it operates within the responsibilities of the post.
 10. To undertake any other duties commensurate with the grade range of the post.

I have read, understood, and agree to the above duties.

Signed:

Date:

Print Name:

Person Specification and Shortlisting Criteria

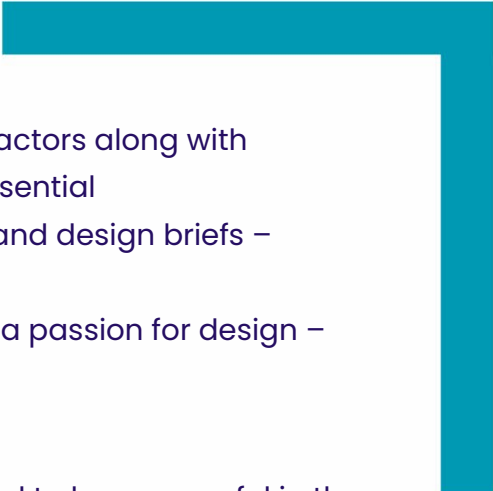
Graphic Designer

All applicants must have eligibility to work in the UK.

Shortlisting criteria and required experience:

This is the list of criteria that shortlisting for interview will be based on, please ensure that you demonstrate your skill / experience in these areas in your application questions and / or CV.

1. Minimum level 6 qualification in Graphic Design (e.g. BA and above) or relevant professional experience, and a strong portfolio – Essential
 2. Experience of designing materials across multiple design disciplines (including graphic design, illustration and multimedia/motion graphics) from initial concept to final artwork (print-ready and for digital/online use) – Essential
 3. Proficient in using Adobe Creative Suite (including InDesign, Illustrator and Photoshop) and Microsoft Office applications – Essential
 4. Experience of liaising with colleagues and clients to develop design briefs and schedules – Essential
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5. Experience of liaising with printers and external contractors along with knowledge of print and photography techniques – Essential
 6. Ability to maintain accurate records of job bookings and design briefs – Essential
 7. An understanding of the latest trends and styles and a passion for design – Essential

Essential personal characteristics:

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the job role suits you and the skills that we will be keen to see demonstrated at interview.

- Excellent communication skills – verbal and written
- Excellent interpersonal skills and organisational skills
- Creative curiosity
- A keen eye for detail and ability to proofread copy and design work
- Ability to use up-to-date design technology
- Ability to work well in a team
- Ability to deliver projects to fixed deadlines and work under pressure
- Ability to work on your own initiative without close supervision
- Good understanding and awareness of equal opportunity and diversity
- Flexible approach to working hours

All staff are expected to comply with all Coventry University Students' Union's policies and procedures.

