

**Person Specification**

**Job title: Graphic Design Executive / Senior Executive**

**Directorate:** People, Communications and Partnerships

**Grade:** Grade 2 / Grade 4 (Salary in accordance with experience)

**Responsible to:** Graphic Design Officer

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| **Essential Requirements** | **Method of Assessment** |
| **Experience/Education/Training**   * Some experience of delivering graphic design within a communications setting, ideally in an agency or large organisation. * A commitment to continued professional development. | Application Form/ Interview |
| **Skills/Knowledge and Ability**   * Be able to communicate effectively verbally, in person or over the telephone, and in writing to share and obtain information. * Listens to others to assess requirements to respond appropriately and efficiently. * Ability to deploy organisational brands across marketing publications and materials. * Strong interpersonal skills including the ability to work with colleagues and senior leaders. * Able to work effectively within a busy team environment, or independently. * Ability to prioritise tasks and deliver to sometimes tight timescales with minimum supervision. * Ability to deliver graphic design in terms of digital content, for example basic animation, or a willingness to undertake training to do so. * Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy. | Application Form/ Interview |
| **Work related circumstances**   * Able to work outside of usual office hours when required around key events. * Compliance with health and safety rules, regulations and legislation. * Commitment to Equal opportunities.   To promote the Council’s values. | Application Form/ Interview |