



Position Details

Position Title	Graphic Designer
Location	81 Greenhill Road Wayville You may be required to work at other sites within the employer's establishments to meet business requirements. You may also be required to work at member sites, host sites and other external sites.
Reports To (Position Title)	Marketing and Communications Manager and the CEO
Financial Accountability (Expense Budget and/or revenue)	N/A
Management Responsibility (No of employees managed/supervised)	N/A

Position Responsibilities

Purpose of the Position	To provide an exceptional customer experience and create quality design solutions for MTA's internal departments.
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Responsibility (1)	Graphic Design for internal departments	80%
Purpose of Activity	To provide exceptional design solutions for MTA's internal departments as arranged by the Communications team.	

Example	Take the design brief from communications department and deliver Annual Report design, website, promotional flyers, brochures, corporate branding, booklets etc, in formats required (web, print etc).	
Responsibility (2)	Event support for Marketing Team.	20%
Purpose of Activity	To provide graphic design and general support for annual marketing events (Apprentice awards, AGM)	
Example	Producing slideshow package with all stakeholders, assisting on registration desk and other general duties	
Total Weighting		100%

Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- **Relevant laws and regulations including OH&S and EEO**
- **Industry codes.**

Knowledge, Skill and Experience Requirements

Knowledge <ul style="list-style-type: none"> • HSC • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	Essential Graphic Design Diploma/Certificate	Preferred
Skills <ul style="list-style-type: none"> • Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work. 	Essential <ul style="list-style-type: none"> • Excellent communication, interpersonal and relationship building skills • Excellent customer support skills • Organisation and time management skills • Attention to detail • Initiative • Results oriented and self driven • A flexible and sound work ethic 	Preferred

Computer Software <ul style="list-style-type: none"> • Eg. Microsoft suite, Project, Finance. 	Essential Adobe Design Creative Suite Microsoft suite	Preferred Customer Relationship Management (CRM) Web Design/Content Management
Technical Skills <ul style="list-style-type: none"> • Licences 	Essential Driver's Licence	Preferred
Experience <ul style="list-style-type: none"> • Industry and/or field experience. 	Essential Demonstrated experience in high quality graphic design. Exceptional Customer Relationship Skills.	Preferred Administration experience.

Frequent Contacts

Internal Contacts Includes organizational managers and employees.	All MTA Managers and Employees.
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	

Managerial/Leadership Functions

Relevant management functions performed including: <ul style="list-style-type: none"> • Performance and Career Planning • Salary Review • Business Planning • Budgeting 	N/A
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