

Job Description

Job title	Graphic Designer
Reports to	Head of Communications
Location	Cardiff
Payband	2
Security Level	BPSS

Job description
Job Purpose
<p>Accountable to the Head of Communications for creating innovative and high impact visual designs – both online and offline - which enable the AGW and Audit Wales to communicate their key messages and data findings effectively to a wide audience. These include reports, web designs, infographics, presentations and branded products.</p> <ul style="list-style-type: none"> • To play a key role in supporting a digital first approach to all Audit Wales outputs. • Work in partnership with project teams, using their brief to produce designs which are built around users' needs.
Main Duties
<ul style="list-style-type: none"> • Act as the liaison point between internal clients, external printers and Design organisations. • Work flexibly as part of a multi-disciplinary team which encourages a culture of innovation. • Manage and deliver design projects on time, within budget and to a high standard. • Be Audit Wales brand guardian(s) in order to enhance reputation, ensuring the brand is used consistently across all products relating to the organisation including website, print, events and social media platforms.
Key Results Areas
<ul style="list-style-type: none"> • Display comprehensive knowledge of how design decisions impact accessibility, internally and externally, and promote good practice around effective data storytelling. • Contribute to the development and continual enhancement of designed products, horizon scanning for new techniques and developments which could be adopted or adapted for use at Audit Wales. • To act as a role model for the values and behaviours of Audit Wales. • Support the publishing team in producing Audit Wales published materials, on time and to the highest quality, in accordance with brand guidelines and house style. Materials include national and local reports, letters and promotional literature. • Format and proofreading Audit Wales Office publications to ensure that they are delivered to a high standard, flagging any queries and amendments to report authors. • Typeset copy into designed templates, using Microsoft Word and Adobe InDesign packages. • Liaise with external translators under the Audit Wales framework contract to secure quotes, commission translation work and monitor progress of these projects, advising colleagues when issues should be escalated.

General

Our Values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

Confidentiality and Information Security

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The WAO is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level.

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the WAO Dignity at work policy.

Welsh Language

General

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification

Requirement	Essential or Desirable
1. Qualifications	
1.1 Graphic Design degree or equivalent experience.	Essential
2. Skills and abilities	
2.1 Good attention to detail and accuracy with a high standard of written English.	Essential
2.2 Proven type setting skills.	Essential
2.3 Ability to prioritise own workload to meet agreed deadlines.	Essential
2.4 Undergone Society of Editors and Proof readers (SfEP) training or commitment to learn.	Desirable
2.3 Excellent working knowledge of Microsoft Office packages, in particular word processing and formatting functions	Essential
3 Experience	
3.1 Experience of working in a communication and or publishing environment	Essential
3.2 Demonstrate experience of working with InDesign, Adobe Photoshop and Illustrator software package HTML and CSS.	Essential
3.3 Experience of working in a bilingual environment	Desirable
4 Personal attributes	
4.1 Use diplomacy and persuasion skills to encourage project teams to make good design decisions and identify practical solutions to problems.	Essential
4.2 Good interpersonal skills.	Essential
4.3 Sufficient pace of work to ensure that tasks are completed to agreed budget, timetable and quality standards	Essential
4.4 Works with a degree of autonomy and minimal supervision and is generally responsible for prioritising own work load, escalating matters to the Head of Communications as appropriate	Essential
4.5 Able to develop and maintain positive and professional working relationships with both Audit Wales staff and external contacts.	Essential

4.6 Works with authors and external publishing and design organisations to agree and advise on publication options and agree workable solutions, often in a time pressurised environment.	Essential
4.7 Works productively with colleagues across the Audit Wales to ensure the well-co-ordinated, efficient and effective delivery of Audit Wales publications.	Essential
4.8 Able to communicate technical advice and information clearly when advising staff and external contacts about design matters and Audit Wales publications policies and procedures.	Essential
5 General	
5.1 Self-aware and a role model for Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Desirable
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety	Essential

Welsh Language Skills		
Skill area	Essential	Essential or Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.	Essential
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability Read Welsh medium news articles, short reports and social media to develop knowledge in a field	Essential
Writing	Update documents and correspondence with Welsh dates and other generic terms Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.	Essential