

<b>POSITION TITLE:</b>	Graphic Designer		
<b>REPORTS TO:</b>	Design & Publishing Manager		
<b>PROGRAM AREA:</b>	Strategic Communications	<b>LOCATION:</b>	Melbourne
<b>CLASSIFICATION:</b>	VLA3	<b>POSITION TYPE:</b>	Maximum term

## POSITION SUMMARY

To contribute to an in-house design service for internal and external audiences.

## RESPONSIBILITIES

1. Create and implement creative design and branding solutions across a range of mediums that ensure VLA's materials maintain consistency and are visually interesting.
2. Work within timelines to successfully deliver projects from brief to completion. This includes planning, negotiation and relationship management with internal stakeholders to understand individual project requirements.
3. Source and co-ordinate external suppliers including budgeting for expected project costs.
4. Manage the sourcing and archiving of images and graphic files. This includes any post production and file management.

## KEY SELECTION CRITERIA

1. Advanced skills using Adobe Creative suite (Indesign, Illustrator, Photoshop, Lightroom, Acrobat), Microsoft suite especially Word and Powerpoint and relevant industry software. Skills in maintaining and archiving files on Mac and PC.
2. Advanced skills in creating design for print including finished art and experience in implementing branding guidelines.
3. Experience creating and editing design (for example email templates, web pages, social media) using HTML and CSS.
4. Demonstrated ability in graphic design project management from brief to completion including the management of large print and digital publications.
5. Demonstrated ability to co-ordinate and complete multiple tasks while maintaining a high level of attention to detail.
6. Demonstrated ability to work as part of a team and independently. Excellent people skills, with the ability to explain design concepts and decisions to internal stakeholders.

## QUALIFICATIONS/ EXPERIENCE

- Degree qualification or equivalent experience in Graphic Design (mandatory).

## QUALIFICATIONS/ EXPERIENCE

- Experience in creating culturally appropriate design for Aboriginal or Torres strait Islander communities (highly desirable).
- Experience using an SLR digital camera and application of post-production techniques to images for output (highly desirable).
- Experience in designing within a Sharepoint environment (highly desirable).

## OTHER RELEVANT INFORMATION

- To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
- From time to time you will be required to travel between various office locations to deliver quality services to our clients or for professional development.
- Occupational health and safety responsibilities at Victoria Legal Aid:  
  
All staff at VLA are expected to champion proactive and positive health and safety practices in the workplace by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.

## ORGANISATIONAL CONTEXT

VLA provides legal aid services to the Victorian community through our in-house legal practice and through contracted private lawyers as well as by funding community legal centres. Our services include legal information, community legal education,

The purpose of the Strategic Communications team is to support service delivery and effectively communicate VLA's public value and role to the community and stakeholders by:

- helping build strong, effective relationships with stakeholders including clients, government, private practitioners and the community sector
- developing stakeholder engagement and communications strategies to support VLA's strategic objectives
- providing media strategy and support to increase awareness of the public value of VLA's work and our role in the legal and social welfare sectors.
- supporting information sharing and collaboration amongst staff through internal communications activities that support strategic priorities
- managing VLA's online communications and providing support to content authors
- providing graphic design services for a range of internal and external channels. legal advice, the provision of duty lawyers at courts and legal representation on individual cases.

## OUR VISION & VALUES

### Our vision

A fair and just society where rights and responsibilities are upheld.

## OUR VISION & VALUES

### Our purpose

To make a difference in the lives of our clients and for the community by:

- resolving and preventing legal problems.
- encouraging a fair and transparent justice system.

### Our values

#### *Fairness*

We stand up for what is fair.

We aim to be fair when making choices about who and how we help people.

#### *Care*

We care about our clients and the community in which we live.

We look out for and take care of each other.

#### *Courage*

We act with courage backed by evidence about what is best for clients and the community.

We act with courage to be the best we can be.

***VLA is an Equal Opportunity Employer and is committed to promoting a diverse and inclusive workforce. We encourage people from culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people, to apply for positions within our organisation. We will make reasonable adjustment where possible for people with disabilities.***

*Position Description authorised by Strategic Resourcing & Remuneration Manager.*

Signed:



Date: 22<sup>nd</sup> August 2019