



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## POSITION DESCRIPTION

<b>Position Title:</b>	Graphic Designer
<b>Instrument:</b>	Torre Strait Island Regional Council Certified Agreement, 2021
<b>Status:</b>	Fixed-term Fulltime (3 years)
<b>Classification:</b>	Level 5 (\$68,692 - \$70,304 per annum)
<b>Reports to:</b>	Communications Lead
<b>Direct Reports:</b>	Nil
<b>Location</b>	Any TSIRC Division or Cairns office
<b>Stream:</b>	Stream A - Administration
<b>Position Number:</b>	1620

### WHAT YOU NEED TO KNOW ABOUT APPLYING FOR THE POSITION

***Applications close Friday, 10 May 2024***

To apply for this role: Please apply directly to: <http://www.tsirc.qld.gov.au/> and click “Work for Us” and then “Vacancies”. Click on the interested position and follow the prompts.

Please submit:

- *A cover letter no more than two (2) pages and an updated resume.*
- *Address in your cover letter how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.*

*Applicants who do not address these requirements will not be considered for shortlisting.*

### POSITION OBJECTIVE

This role is responsible for innovative and creative content consistency across all digital channels, print media and promotional materials.

## KEY RESPONSIBILITIES

- Design, layout and format marketing and communications materials across the organisation.
- Maintain the highest standards in graphic design and production of cutting-edge creative content, for both print and digital, that accurately represents the expectations of the business.
- Design and execute a consistent corporate identity for all digital, print material and business stationary that accurately reflects brand positioning.
- Liaise with and build a strong working relationship with traditional artists and language custodians, developing culturally responsible digital and print content.
- Maintain an advanced knowledge of software used for creating digital content and trends within digital, print design and visual media communications.

## KEY TASKS

- Design and production of printed collateral, ie. annual report, quarterly Strait Talk newsletter, promotional items, outdoor media, direct mail, internal employee engagement collateral, presentations, and other print material
- Support Council's marketing and media presence through developing and coordinating regular, timely, content appropriate and audience directed publications including campaign & event promotion, community consultations presentations, newsletters, media releases, posters, brochures, website content and other social media updates.
- Assist with promotion of activities run by, or sponsored by, Council pre, during and post event.
- Strengthening of community and partner contributions through supporting divisional staff to provide digital and other relevant content.
- Work collaboratively with other areas of Council to deliver key publications and content in the areas of but not limited to workplace health and safety, disaster management, finance, human resources, information services, procurement and assets, community services, building and engineering services and environmental health.
- Film, photograph and edit quality content material using a variety of technologies including, photography, audio, and video.

## GENERAL ADMINISTRATION

- Contribute to the development and maintenance of Council style guide, communications guidelines.
- Ensure all digital assets and created content is captured within digital asset database, including Council's information system(s) i.e., ECM & TechOne adhering to record keeping policies and procedures.

## GENERAL

- Participate in special projects and perform any other duties as required.
- Comply with TSIRC health and safety policies and procedures.
- Ensure safe work practices and a safe work environment is always maintained.
- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Maintain productive working relationships and provide team support.
- Participate in own performance review and identify learning/development needs.
- Negotiate with line manager to complete appropriate education and training.

## SKILLS/QUALIFICATIONS

### Essential

- Strong skills in Adobe Creative Suite (Indesign, Photoshop, Illustrator, Adobe Acrobat) or equivalent
- 3-5 years' experience in a design and communications discipline, within an agency or corporate/inhouse role
- Proven ability to maintain a high attention to detail within multi-stakeholder, timeline sensitive and project environments.
- Excellent interpersonal and communication skills, with demonstrated experience across diverse stakeholder groups.
- Strong skills in photography, videography, and audio/video editing.

### Desirable

- A comprehensive knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole.
- Demonstrated experience with relevant digital, social media and print campaigns.
- Experience with Microsoft 365 (SharePoint, Word, Excel, PowerPoint)

## OTHER CONDITIONS/REQUIREMENTS

Occasional travel to the Torres Strait Islands is a requirement of this position.

The preferred applicant may be required to apply for a National Police Certificate before appointment.

TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.

The employee shall comply with relevant WHS legislation, Codes of Practice and Council's Workplace Health and Safety Management System. Where the health and safety requirements of your duties are identified as high risk those tasks will be allocated according to your capability & level of training.

The position may involve and is not limited to the following physical capabilities: a) possible use of handheld power tools, b) lifting, c) kneeling, d) sitting, e) squatting, f) bending, g) reaching, h) repetitive movements and i) exposure to working at heights and confined spaces.

The position involves working in temperature extremes and exposure to outdoor elements whilst conducting field work, audits, etc.

The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:

- a. workplace health and safety
- b. anti-discrimination
- c. equal employment opportunity
- d. confidentiality
- e. local government principles
- f. Ailan Kastom
- g. The Council visions and values listed on the next page

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement	Desired Behaviours
 <p><b>ONE</b> We are <b>one team</b> who achieves <b>together</b>.</p>	<ul style="list-style-type: none"> <li>• We show care for people and look out for each other.</li> <li>• We speak up and support others to be safe and healthy.</li> <li>• We respectfully address behaviours that conflict with Council's values.</li> <li>• We create positive unity within our organisation, our communities and our region.</li> </ul>
 <p><b>RESPECT</b> We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>	<ul style="list-style-type: none"> <li>• We respect and recognise Ailan Kastom.</li> <li>• We are open and collaborative, valuing clear community engagement.</li> <li>• We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>
 <p><b>ACCOUNTABILITY</b> We are <b>accountable</b> and responsive to our <b>communities</b>.</p>	<ul style="list-style-type: none"> <li>• We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>• We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>• We are reliable, honest and ethical in all we do.</li> </ul>
 <p><b>COURAGE</b> We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>	<ul style="list-style-type: none"> <li>• We encourage, value and reward creative thinking.</li> <li>• We respect and explore different ideas and perspectives.</li> <li>• We embrace change and actively promote Council's vision.</li> </ul>
 <p><b>RESILIENCE</b> We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>	<ul style="list-style-type: none"> <li>• We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>• We think globally, act regionally.</li> <li>• We empower our people and communities; embracing local opportunity and participation.</li> </ul>