



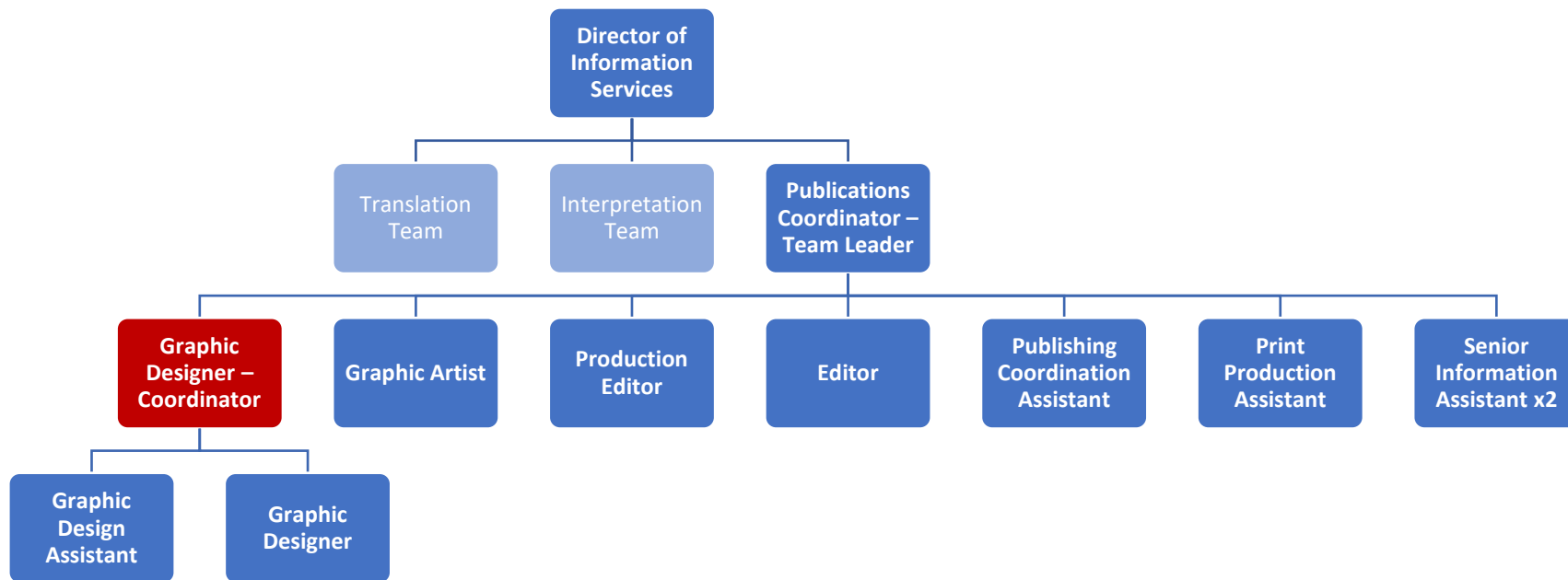
Pacific
Community

Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Graphic Designer - Coordinator
Work Unit:	Publishing Team, OMD
Reports to:	Publishing Coordinator - Team Leader
Responsible for:	2
Job Purpose:	<p>The Graphic Designer – Coordinator is responsible coordinating all in-house and freelance design, layout and illustration functions for SPC publications and associated design products.</p> <p>The Graphic Designer - Coordinator is responsible for managing SPC's roster of preferred suppliers for design, layout and illustration services.</p> <p>The Graphic Designer – Coordinator is responsible for providing technical advice and ensuring quality control/assurance processes to facilitate the production of high-quality, timely, scientific and technical publication products in a range of formats (print and digital).</p> <p>The Graphic Designer – Coordinator is responsible for establishing and maintaining customer service relationships with internal and external stakeholders and supporting the Publishing Coordinator – Team Leader in meeting the Publishing Team's business reporting and contractual obligations.</p> <p>The Graphic Designer – Coordinator is responsible for SPC's brand and visual identity guidelines.</p>
Date:	November 2023

Organisational context:



Key Result Areas:

The position of **Graphic Designer - Coordinator** encompasses the following major functions or key result areas:

- Coordinating graphic design, layout and illustration services for SPC publications and associated design products
- Quality control and assurance of technical graphic design/layout processes
- Consulting and advising internal/external stakeholders on design projects
- Supporting the Publishing team's business reporting and contractual obligations
- Ensuring SPC's brand and visual identity is maintained
- Supporting SPC's publishing, information and knowledge management processes

The requirements in the above key result areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
<p>Coordinating graphic design, layout and illustration services (40%)</p> <ul style="list-style-type: none"> • Working with the wider Publishing team to deliver a large suite of cyclical and irregular corporate and divisional publications and associated products • Coordinating design projects from conception to completion with in-house and freelance designers and illustrators • Managing project budgets and identifying cost savings or time efficiencies where possible • Managing and updating SPC's roster of preferred suppliers for design, layout and illustration services • Liaising with SPC's Translation team to deliver bilingual publications and products on time • Ensuring SPC's cost recovery processes for design services are followed • Facilitating and leading technical design and illustration training for internal design and communications staff • Assisting the Publishing Coordinator – Team Leader in refining team workflows in accordance with developed systems and technical requirements 	<ul style="list-style-type: none"> • Design and layout of SPC publications is coordinated across all publishing products, and projects progress as planned and on schedule • Design briefs for projects are defined, structured and conceptualised effectively • Workflows are accurately recorded for all work conducted, in accordance with developed systems and procedures • Job requests are responded to and actioned in a timely and efficient manner, and clients are kept up to date with progress • Client expectations are managed throughout project stages • High-quality, bilingual publications are designed for a range of formats using appropriate software • Publications are appropriately illustrated to assist understanding of scientific and technical information • SPC's procurement procedures are followed, and contracts are well managed and delivered on time • Clients are satisfied with services • Technical design skills are kept up to date
<p>Ensuring a rigorous quality control process for all SPC publications and design services (25%)</p> <ul style="list-style-type: none"> • Coordinating the technical elements of the graphic design process • Offering technical advice to clients throughout the project lifecycle • Using technical design knowledge to ensure high-quality publications and associated design 	<ul style="list-style-type: none"> • Project quality control stages are managed according to accepted standards and SPC requirements • Document deficiencies are identified, and appropriate corrective actions are applied • SPC's brand and visual identity guidelines are consistently followed

<p>products are delivered according to client needs and specifications, and to SPC's brand guidelines</p> <ul style="list-style-type: none"> • Preparing and checking pre-press files, liaising with the SPC Printery and/or with outside printers, and checking proofs and the final product for quality control before distribution 	
<p>Building strong client relationships and providing advice to divisions and programmes on all aspects of graphic design production and resourcing (25%)</p> <ul style="list-style-type: none"> • Advising on and developing high-quality design briefs with SPC staff before projects begin • Advising SPC staff on appropriate formats and design approaches • Regularly liaising with freelancers on SPC's needs as well as industry best practice and any relevant training • Preparing and presenting training as well as other outreach materials for SPC staff on art and design at SPC and in the Pacific 	<ul style="list-style-type: none"> • Programme staff are given appropriate advice and support on graphic design elements of publishing projects, including resourcing, project stages and processes, and technical design elements and formats • Freelancers are comprehensively briefed on projects in advance, after consultation with the client, ensuring we adhere to the production schedule and reduce unforeseen cost increases for the client • Opportunities for training courses and other outreach for graphic design-related activities are identified and acted upon • Consultation is undertaken, where appropriate, with SPC's Corporate Communications team and/or with designers based in SPC's divisions and projects.
<p>Supporting SPC's visual identity and corporate communications strategy (10%)</p> <ul style="list-style-type: none"> • Providing design and layout support for maintenance of SPC's visual identity, advising programmes about these guidelines, and applying them in design work • Maintains strong internal stakeholder relationships with SPC's corporate communications team 	<ul style="list-style-type: none"> • Documents reflect SPC's brand and visual identity guidelines, and appropriate advice is given to divisions around donor and partner visibility requirements • Digital files are organised according to the Publishing Team's protocols, including applying file naming and metadata conventions • SPC's design identity is regularly promoted e.g. through the Graphic Design Community of Practice and via industry training and networking opportunities.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Thinking creatively
- Maintaining good communication and relationships with external and internal clients
- Managing the progression of projects effectively, and working collaboratively on team projects
- Coordinating the work of consultants and freelancers
- Managing associated administration, finance and procurement processes
- Quality control of outsourced design work
- Working with SPC's translation team on bilingual publications
- Managing a multi-cultural team
- Following the Publishing Team's procedures and processes and communicating these with programme staff
- Supporting full cost recovery of Publishing services
- Supporting SPC's information and knowledge management processes
- Using a range of design software programmes and learning new programmes as required
- Supporting a strong and consistent corporate identity
- Ensuring documents reflect awareness of Pacific Island cultures

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External: <ul style="list-style-type: none"> • Partner representatives • Freelance editors and designers • Printers/Printery • Other service providers 	<ul style="list-style-type: none"> • Development and communication of client design briefs • Communication on document design and production issues • Communication on design of joint publications • Liaison with suppliers, in collaboration with Printery staff
Internal: <ul style="list-style-type: none"> • Publishing Coordinator - Team Leader • Publishing Coordination Assistant • Graphic Designer and Graphic Design Assistant • Wider publishing team • Programme/publishing project leads • Translation and Interpretation Team • Finance and procurement team • All SPC staff 	<ul style="list-style-type: none"> • Coordination of publishing projects in liaison with editors, other graphics team members and Printery; working together to deliver projects and best serve clients • Providing advice, sending and receiving documents, consulting on publications-related issues • Communities of Practice for networking with SPC staff

Level of Delegation:

Routine Expenditure Budget: *None*

Budget Sign off Authority without requiring approval from direct supervisor: *None*

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Degree in graphic design • Adobe-certified in InDesign, Illustrator, Photoshop and Figma 	<ul style="list-style-type: none"> • A postgraduate degree or diploma in graphic design or an area related to SPC's core thematic areas (environmental science, statistics, agriculture, development studies, geosciences, gender etc.) • Project management certification • Design accessibility certification

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years' experience working as a Graphic Designer on scientific and technical publications • 3 years' coordination and/or project management experience in a busy corporate, NGO/IGO or agency environment • Demonstrable experience managing procurement, contract and administration processes • Experience managing a multi-cultural team • Demonstrable experience designing/laying out bilingual publishing products and working with a translation team • Strong interpersonal skills and ability to communicate and build relationships with clients in a busy, solutions-focused service environment • Strong theoretical and practical knowledge of technical graphic design principles and elements, including typography, font selection and RGB and CMYK know-how • Strong knowledge of pre-press and printing design requirements 	<ul style="list-style-type: none"> • Experience working in NGOs and/or international organisations (IOs) • Fully bilingual (English and French) • Awareness of Pacific design and regional contexts

<ul style="list-style-type: none"> • Fluent and professional communication skills in English • Ability to provide training in Adobe InDesign, Illustrator, Photoshop and XD • Strong knowledge of accessibility principles for design 	
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Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Creativity • Technical graphic design skills • Project coordination skills • Adobe InDesign, Illustrator, Photoshop and Figma • Interpersonal skills and relationship management
Advanced level	<ul style="list-style-type: none"> • Team management • Procurement, contract and administration management • Pre-print and printing processes • Designing bilingual publications • English language skills
Working knowledge	<ul style="list-style-type: none"> • Pacific design and cultural contexts • French language skills • SPC's publishing policy
Awareness	<ul style="list-style-type: none"> • Information and knowledge management processes and policies • SPC's regulations and policies

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and innovation
- Interpersonal skills
- Teamwork
- Promotion of equity and equality
- Judgement
- Building individual capacity

Personal Attributes

- Ability to deal tactfully with staff at all levels in the organisation and from diverse cultures
- Well organised
- Creative
- Collaborative
- Adaptability
- Good planning and organisation skills

- Results-oriented
- Honesty
- Team-oriented
- Proactive, responsive and efficient
- Good sense of commitment and responsibility
- Customer focus

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.