JOB DESCRIPTION

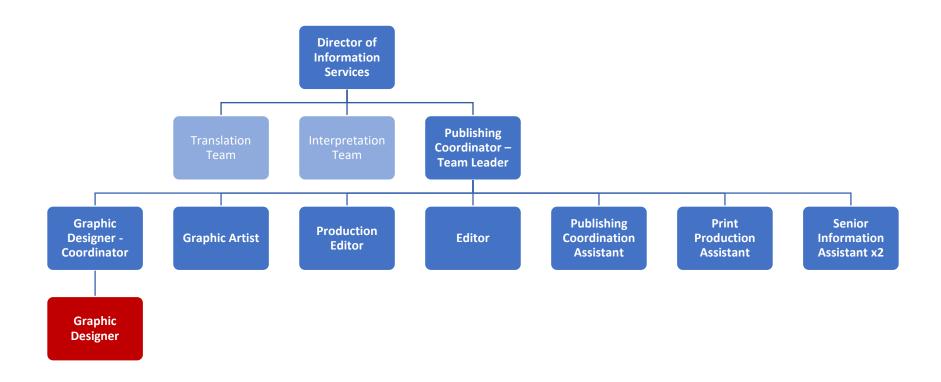|	
Job title:	Graphic Designer
Work unit:	Publishing Team, Information Services Division
Location:	Noumea, New Caledonia
Reports to:	Graphic Designer - Coordinator
Responsible for:	N/A
Job purpose:	The **Graphic Designer provides high-quality scientific and technical design services** to all SPC divisions and partners and brings a **strong understanding of data visualisation and accessibility** to their work. The **Graphic Designer also assists with freelance design coordination and supports SPC's corporate visual identity**.
Date:	November 2023

Organisational context: Publishing, Translation, Interpretation and Library team

```
                          ┌─────────────────┐
                          │   Director of   │
                          │   Information   │
                          │    Services     │
                          └─────────────────┘
            ┌──────────────────┼──────────────────┐
   ┌────────────────┐  ┌────────────────┐  ┌────────────────┐
   │  Translation   │  │ Interpretation │  │   Publishing   │
   │      Team      │  │      Team      │  │ Coordinator –  │
   │                │  │                │  │  Team Leader   │
   └────────────────┘  └────────────────┘  └────────────────┘
```

| Graphic Designer - Coordinator | Graphic Artist | Production Editor | Editor | Publishing Coordination Assistant | Print Production Assistant | Senior Information Assistant x2 |

Graphic Designer

Key Result Areas:

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

- Providing scientific and technical graphic design services and advice for SPC publications
- Creating compelling infographics/data visualisations to support SPC's scientific work
- Assisting the Graphic Designer-Coordinator to coordinate freelance graphic design services
- Supporting SPC's visual identity as well as publishing and knowledge management policies

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

Jobholder is accountable for:	Jobholder is successful when:
Providing graphic design services and advice for SPC's publications (40%) • Designing and laying out complex scientific and technical publications • Designing and styling motion graphics, illustrations and infographics • Designing and laying out a range of corporate and ad-hoc products, including policy briefs, factsheets, books, manuals, cookbooks, corporate reports, banners, promotional material and financial statements • Creating accessible formats of SPC publications • Keeping up to date with design technology and trends	• High-quality graphic design elements are delivered for a range of formats, including accessible files, using appropriate software • Design services are provided in a responsive and timely manner • Reports are accurately and appropriately presented to assist understanding of scientific and technical information • Programme staff are given appropriate advice on their design projects • Clients are satisfied • Technical skills are kept up to date
Interpreting complex data and creating compelling visualisations that support SPC's scientific and technical work (30%) • Analysing and presenting data, using a range of visualisation tools for print, web and accessible formats • Developing and/or adapting conceptual diagrams, charts and graphs illustrating scientific data • Designing interactive maps • Keeping up to date with new trends in data visualisation and identifying training opportunities	• Reports are accurately and appropriately presented to assist understanding of scientific and technical information • Infographics and data visualization tools are used to assist in communicating complex ideas • Technical skills are kept up to date
Supporting the Graphic Designer-Coordinator to coordinate graphic design services (20%)	• Publishing projects are delivered on time and according to specifications

• Working with the Graphic Designer-Coordinator and the Publishing Coordinator-Team Leader to deliver high-quality scientific and technical publications and communication products • Liaising and working with a Preferred Supplier roster of freelance designers, desktop publishers and illustrators • Providing quality control to outsourced design projects • Supporting the Graphic Design - Coordinator in delivering workflow improvements and team/client training	• Graphic design elements of publishing projects coordinated, and projects progress as planned and on schedule • Outsourced work is overseen appropriately, so that it is performed to SPC quality standards and returned on schedule and according to project specifications • Internal clients are kept informed of the status of their projects and expectations are managed • Programmes and divisions are assisted with improving their graphic design concepts • Training needs of SPC staff and freelance designers are identified and actioned
Supporting SPC's visual identity and adhering to its publishing and information knowledge management policies (10%) • Providing design and layout support for maintenance of SPC's visual identity, advising programmes about these guidelines, and applying them in design work • Maintaining strong internal stakeholder relationships with SPC's corporate communications team and remaining informed about brand strategy, presentation and guidelines • Has a clear understanding of SPC's publishing and information management policies and always adheres to them	• Documents reflect SPC's corporate visual identity and branding, and proactive support is given for consistent SPC brand • Internal cost recovery charges are accurately captured and submitted • Document deficiencies are identified, and appropriate corrective actions are identified and applied • Consultation is undertaken, where appropriate, with corporate communications and divisional design and communication teams throughout the design and publishing process • Working files are organised and archived with appropriate metadata

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:
• Delivering efficient, timely and cost-effective design services for SPC staff and members   • Interpreting design needs and developing original design ideas for a range of scientific, technical and corporate publishing products   • Producing compelling data visualisations that support SPC's science work and advocacy   • Coordinating freelance designers and illustrators according to SPC's procurement policies   • Maintaining good communication with external and internal clients   • Using a range of software programmes, digital tools, and learning new programmes as required

- Supporting a strong and consistent visual identity for SPC
- Supporting SPC's information knowledge management and publishing policies
- Ensuring design elements reflect awareness of Pacific Island cultures and contexts

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External: • Freelance artists and designers • Printers • Various suppliers (Adobe etc.) • SPC partners	• Communication on graphic art and document design and production issues • Communication on design of joint publications • Training and development • Liaison with suppliers, in collaboration with Printery staff
Internal: • Publishing Coordinator-Team Leader • Graphic Designer-Coordinator • Publishing team • Translation and interpretation Team • Corporate communications team • All SPC staff	• 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 • Advising on and reinforcing SPC's brand and visual identity guidelines

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:

• Degree in graphic design • Adobe-certified in InDesign, Illustrator, Photoshop and Figma	• 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.) • Data visualisation and/or design accessibility certification

Knowledge / Experience

Essential:	Desirable:
• 8 years' experience as a graphic designer • 3 years' experience working with data visualisation tools (e.g. Datylon/Illustrator, Microsoft Power BI, DataWrapper etc.) • Ability to think creatively and deliver clever, contemporary concepts • Demonstrable experience designing/laying out bilingual publishing products and working with a translation team • Demonstrable experience translating complex data into engaging visualisations • Strong interpersonal skills and ability to communicate with clients in a busy, solutions-focused service environment • Ability to work independently and within a team, and show initiative • Ability to meet tight deadlines and manage multiple projects simultaneously • Strong theoretical and practical knowledge of technical graphic design principles and elements for print and web, including typography, font selection and RGB and CMYK know-how • Strong attention to detail and ability to self-check work • Strong working knowledge of the Microsoft Office 365 suite, especially PowerPoint, Excel and Word • Knowledge of pre-press and printing design requirements • Fluent communication skills in English	Experience working in NGOS and/or international organisations (IOs) • Fully bilingual (English and French) • Awareness of Pacific design and regional contexts

Key Skills /Attributes / Job Specific Competencies

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

Expert level	Creativity Technical graphic design skills Data visualisation skills and tools Adobe InDesign, Illustrator, Photoshop and Figma Interpersonal skills and relationship management Showing initiative and working independently
Advanced level	English language skills Pre-print and printing processes Microsoft 365 Office Suite
Working knowledge	Pacific design and cultural contexts French language skills SPC's publishing policy Designing bilingual products
Awareness	Information and knowledge management processes 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 multi-cultural staff at all levels in the organisation
- Creative
- Collaborative
- Adaptable
- Good planning and organisation skills
- Results-oriented
- Honest
- Good sense of commitment and responsibility
- Team oriented
- Proactive, responsive and efficient
- Customer focused

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.