



## Job Description

<b>Job Title</b>	Graphic Designer Publishing Services Department
<b>Location</b>	Based at the Norwich office. The company reserves the right at any time to require you to work at a different location either on a temporary or permanent basis on reasonable notice.
<b>Reference No.</b>	GD1
<b>Reporting relationships</b>	The successful candidate will report to an advertisement production team leader.
<b>Job Purpose</b>	To design advertisements to agreed briefs for a platform of media solutions, ensuring that deadlines and quality targets are met.
<b>Job Dimensions</b>	Your role has a major impact on the department's effectiveness. Designing advertisements will involve using your creative flair and must meet the required standard and style of its targeted audience. You are expected to meet and exceed customers expectations on service and quality, using the most appropriate techniques and technology for each design task
<b>Organisational Chart</b>	As a member of the Ad Production team you will report directly to the section team leader, who in turn reports to the section Manager.
<b>Main Responsibilities</b>	<p>Comply with the advertising brief and style guidelines so that high quality advertisements are produced</p> <p>To innovate creative ideas so that sales staff can present to a customer a range of solutions for different medias</p> <p>Establish and maintain effective relationships with sales colleagues and other departments within Archant, to help the smooth running of the Publishing Services Department</p> <p>To be flexible in your approach to work, so that deadlines and our customers' requirements are met or exceeded</p> <p>To ensure that your own skills and knowledge are up to date, so that you develop yourself and the team.</p> <p>To discuss training requirements if required with your team leader</p> <p>To follow agreed procedures and disciplines to ensure that</p>

	<p>workflows are maintained to enable all publications to be produced as effectively as possible</p> <p>To always uphold the Archant values set when dealing with internal and external customers – openness, innovation, quality and commitment</p>
<b>Communication and working relationships</b>	You will work as a member of the Publishing Services team and as such will have interaction with a variety of departments in the production cycle.
<b>Hours of Work</b>	<p>The team works a day and evening operation covering 5 days a week. This position will entail the successful applicant to work 37.5 hours across a 3 or 4 shift rota</p> <p>The teams operating hours are Monday to Thursday 8.00am to 9pm Friday 8am to 6pm</p> <p>The company reserves the right at any time to require you to work different hours either on a temporary or permanent basis on reasonable notice.</p>
<b>Most Challenging part of job</b>	<p>Working in publishing production can at times be pressurised, as the role requires you to work towards set deadlines with high volumes of work.</p> <p>To help balance these demands the production department offers a flexible, supportive and enjoyable environment.</p>
<b>Health and Safety</b>	All employees must observe and comply with Archant’s policies and procedures for health and safety.
<b>Equal Opportunities</b>	All employees must observe and continually promote equal opportunities and customer care in compliance with Archant’s aims and objectives.
<b>Job Description Agreement</b>	<p>To be signed within 6 weeks of employment after discussions with the line manager.</p> <p>Manager..... Date..... Post holder..... Date .....</p> <p>This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the description fully reflects the duties of the job.</p>