



Job Description

Job Title	Creative Designer
Location	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.
Reference No.	CD1
Reporting relationships	The successful candidate will report to the Creative Design Team Leader and then the Advertisement Production Manager.
Job Purpose	To create and design advertisements, using QuarkXpress, Photoshop and Adobe Flash to agreed briefs. To ensure that deadlines and quality targets are met. The position will also involve working closely with sales and customers on design projects
Job Dimensions	This role involves the ability to follow instructions to create a visually-pleasing advertisement that meets clients' expectations. This will involve using creative flair coupled with the ability to balance time in accordance with deadline demands.
Organisational Chart	As a member of the Design Studio team you will report directly to the section team leader, who in turn reports to the Advertisement Production Manager – ROP and Creative Design
Main Responsibilities	<p>To design advertisements according to client/sales brief or copy instructions.</p> <p>To innovate creative ideas so that sales staff can present to a customer a range of solutions for different medias</p> <p>To work on creative projects that demonstrates innovation and design flair</p> <p>To follow agreed procedures and disciplines to ensure that workflows are maintained.</p> <p>To ensure that deadlines and quality targets are met.</p> <p>To be flexible in your approach to work to ensure that our customers' expectations are met.</p> <p>To always uphold the Archant values set when dealing with internal and external customers – openness, innovation, quality</p>

	and commitment.
Communication and working relationships	You will work as a member of the Design Studio department and as such will have interaction with a variety of departments in the production cycle.

Hours of Work	<p>The team works a day operation covering 5 days a week. This position will require the successful applicant to work the following shift pattern:-</p> <p>Monday to Friday 9am to 5pm with a ½ hour break</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>
Most Challenging part of job	<p>Working in the Design Studio 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 Studio Design offers a flexible, supportive and enjoyable environment.</p>
Health and Safety	<p>All employees must observe and comply with Archant's policies and procedures for health and safety.</p>
Equal Opportunities	<p>All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives.</p>
Job Description Agreement	<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>