



## Job Description

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| <b>Job Title</b>               | Team Leader (Ad Production)<br>Publishing Services Department  |
| <b>Location</b>                | Based at the Norwich office.<br>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>           | APTL1  |
| <b>Reporting relationships</b> | Reporting to the Advertisement Production Manager.<br>Direct reports: Graphic designers  |
| <b>Job Purpose</b>             | Organising the day-to-day work of the ad production services ensuring that deadlines and quality targets are met, and that staff skills and technology is used to maximum effect.  |
| <b>Job Dimensions</b>          | This role involves generating advertisements for customers against an agreed brief, across a platform of media solutions. You must have good communication skills to deal with both internal and external customers. It will involve a hands on approach which will require good delegating and organisation skills  |
| <b>Organisational Chart=</b>   | As the team leader you will report to the Ad Production Manager, who in turn reports to the Head of Publishing Services.   |
| <b>Main Responsibilities</b>   | <ul style="list-style-type: none"> <li>• Working with a team of designers, organise advertisement design for the section across a number of products to ensure that internal and external customer requirements are met.</li> <li>• Adopt certain customers so that close working relationships are established between the team and our advertisers.</li> <li>• Create a creative environment which offers creative solutions to our customers</li> <li>• To be able to constructively challenge designers work to raise creative levels and ideas</li> <li>• To establish and maintain good working relationships with the advertising sales teams so that an understanding is agreed on expectation levels.</li> <li>• Working with the Advertisement Production Manager manage, motivate and develop staff in a manner that reflects Archant values so that staff feel involved, valued and committed to achieving high performance standards by:             <ul style="list-style-type: none"> <li>○ Cascading objectives</li> <li>○ Monitoring individual and team performance</li> <li>○ Ensuring all staff have development opportunities</li> <li>○ Actively contributing to the development of staff</li> </ul> </li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Ensure that designers are vigilant in reducing errors and producing creative designs by ensuring that performance indicators are communicated.</li> <li>• To establish excellent relationships and to provide high standards of service to external and internal customers, in accordance with department and Company expectations.</li> <li>• To keep own skills and knowledge up to date especially in new design concepts.</li> <li>• To always uphold the Archant values when dealing with internal and external customers – openness, innovation, quality and commitment.</li> </ul> |
| <b>Communication and working relationships</b> | <p>The publishing services staff has contact with sales staff and external customers</p> <p>Relationships with his/her own staff are critical to the success of the department, therefore coaching and persuading are essential skills</p>   |
| <b>Hours of Work</b>                           | <p>The business works a day and evening operation covering 5 days and 5 evenings a week. This position will require the applicant to work 37.5 hours a week with core hours being Monday to Friday 8.30am to 7pm</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>                       | <p>All employees must observe and comply with Archant’s policies and procedures for health and safety.</p>   |
| <b>Equal Opportunities</b>                     | <p>All employees must observe and continually promote equal opportunities and customer care in compliance with Archant’s aims and objectives.</p>  |
| <b>Job Description Agreement</b>               | <p>To be signed within 6 weeks of employment after discussions with the line manager.</p> <p>Manager..... Date.....<br/> 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>   |