



PERSON SPECIFICATION

Job Title: Team Leader – Ad Production
Location: Norwich

ESSENTIAL CRITERIA

Experience

- Must team leader experience – minimum 12 months
- Must understand an ad production/design process
- Experience creating designs and ideas for customers – minimum six months
- Experience of organising workload to meet deadline schedules
- Experience of creating internet ads or websites preferred, but not essential

Knowledge

- Must be proficient in Quark or In Design
- Knowledge of Photoshop
- Knowledge of Flash preferred
- Must have graphic design qualification or similar
- Understands the importance of customer care
- Understands the importance of creating designs for target audiences

Work related attributes, qualities, and competencies

The main competencies required are

- Leadership skills
- Planning and organising
- High level of creativity
- Verbal and written communication skills
- Decisiveness and judgement
- Energy and resilience
- Take criticism and advice on design projects and ideas
- Attention to detail
- Conscientious about work standards
- Self motivation
- Customer Focus
- Team Working
- Learning and development ethic
- Approach to change
- Problem solving skills