



Job Description

Job Title	Team Leader (Magazine Design) Publishing Services Department
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.	MDTL1
Reporting relationships	Reporting to the Advertisement Production Manager. Direct reports: Graphic designers
Job Purpose	Organising the day-to-day work of the magazine ad design services ensuring that deadlines and quality targets are met, and that staff skills and technology is used to maximum effect.
Job Dimensions	This role involves generating creative ideas for customers advertisements. 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
Organisational Chart=	As the magazine design team leader you will report to the Ad Production Manager, who in turn reports to the Head of Publishing Services
Main Responsibilities	<ul style="list-style-type: none"> • Working with a team of designers, organise advertisement design for the section across a number of products and media platforms to ensure that internal and external customer requirements are met. • Adopt certain customers so that close working relationships are established between the team and our advertisers. • Create a creative environment which offers creative solutions to our customers • To be able to constructively challenge designers work to raise creative levels and ideas • To establish and maintain good working relationships with the advertising sales teams so that an understanding is agreed on expectation levels. • 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"> ○ Cascading objectives ○ Monitoring individual and team performance ○ Ensuring all staff have development opportunities ○ Actively contributing to the development of staff

	<ul style="list-style-type: none"> • Ensure that designers are vigilant in reducing errors and producing creative designs by ensuring that performance indicators are communicated. • To establish excellent relationships and to provide high standards of service to external and internal customers, in accordance with department and Company expectations. • To keep own skills and knowledge up to date especially in new design concepts. • To always uphold the Archant values when dealing with internal and external customers – openness, innovation, quality and commitment.
Communication and working relationships	<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>
Hours of Work	<p>The business works a day and evening operation covering 5 days 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 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>
Most Challenging part of job	<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>
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>