



**SCOTCH OAKBURN COLLEGE**  
CREATING THE FUTURE

## POSITION DESCRIPTION

### GRAPHIC DESIGNER

Scotch Oakburn College is seeking a dynamic events professional with demonstrated experience and capacity to grow our professionalism and presence within communities.

This is a **maximum term full time** position **commencing January 2019 until 31 December 2020**.

#### Closing Date

Applications close Wednesday, 16 January 2019.

#### Your Application

To submit your application and provide the necessary supporting documents to progress your application, please visit the Employment page of our website at [www.soc.tas.edu.au](http://www.soc.tas.edu.au) and select the 'APPLY ONLINE' button.

You will be asked to provide information about your qualifications, experience, rights to work in Australia, clearances necessary to work in the Education sector etc. You will also have the opportunity to attach any documentation you wish to include with your application such as your resume and your statement addressing the position selection criteria.

Should you have any queries regarding your application please do not hesitate to contact our Human Resources team by telephone at 6336 3340 or email at [employment@soc.tas.edu.au](mailto:employment@soc.tas.edu.au).

#### Environment

Scotch Oakburn College is a co-educational day and boarding school of approximately 1,150 students from Early Learning through to Year 12, associated with the Uniting Church, and employing a team of 250 dedicated professional staff.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning [3yrs] to Year 5) as well as our Boarding House of approximately 70 students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6-8) and Senior School students (Years 9-12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

#### Scope of the Position

The Graphic Designer whilst based on the College's Penquite Campus, has cross-campus involvement and whole of College responsibilities.

This position drives the development and leadership of the College's media and communications strategy ensuring:

- quality best practice outcomes with strong community brand recognition of the same;
- measurable links between digital and strategic objectives;
- effective management of communication between members of our College community; and
- accurate, clear and concise information dissemination to members of our College community.

### **Reports to**

The Graphic Designer reports to the Director of Marketing and Admissions.

### **Position Relationships**

The Graphic Designer must be able to relate effectively, establish a cohesive working environment and develop strong strategic partnerships with the following key stakeholders:

- Principal,
- Business Manager,
- Heads of School and Boarding House,
- Collegians and P&F Committees
- External organisations, in particular, media, advertising agencies, and sponsors;
- College staff;
- Student Committees, such as the Yearbook Committee;
- Sponsors

### **Level of Responsibility**

The Graphic Designer is responsible and accountable for their own work, which is to be performed within established guidelines and is required to exercise discretion and judgment in determining appropriate decisions within the role's specific areas of responsibility and operating budget.

### **Attitudes and Personal Qualities:**

All College staff must be able to demonstrate the capacity and willingness to embrace the attitudes and personal qualities that underpin the working culture of the Scotch Oakburn College staff team:

#### **Attitudes**

- Supportive of the values and ethos of the College
- Understanding and supportive of all College staff
- Demonstrated maturity and capacity to relate to others in a positive and professional manner
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all the College policies and practices
- Preparedness to be actively involved in our College community
- Demonstrated commitment to professional development
- An effective and positively contributing team member

#### **Personal Qualities**

- Honest, trustworthy and ethical
- Friendly and approachable

- Considered, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, proactive and demonstrates initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)

**Professional and Ethical Behaviour:**

All members of staff are expected to observe all College policies and procedures, in particular the Scotch Oakburn Code of Conduct.

**Key Duties and Responsibilities**

1. Creation of artwork for digital platforms, including website and social media
2. Creation of a diverse range of print collateral, supplying finished art to printers
3. Design and layout of College publications
4. Manage multiple internal and external stakeholder relationships
5. Liaise with the Marketing Director to promote and maximise strategic goals
6. Produce new ideas and strategic concepts to increase brand consideration and loyalty
7. Execute all work on required deadlines
8. Other promotional, public relations and administration duties as determined from time to time.
9. Undertaking of any additional miscellaneous duties or project related works, as assigned from time to time, by the Business Manager or Principal.
10. Perform duties in a manner that is without an unacceptable level of risk to your own health and safety, other employees, students or the College community in general, making risk prevention a priority.
11. Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected using the College's Incident and Accident reporting system.

**Key Selection Criteria:**

1. Demonstrated experience in a similar role;
2. Possess a solid understanding of social media;
3. Demonstrated ability to establish professional networks and build relationships;
4. Demonstrated great attention to detail;
5. Demonstrated high-level interpersonal and communication skills with multiple stakeholders of varying ages and needs;

6. Demonstrated ability to think intuitively and develop creative concepts;
7. Possess excellent written and communication skills;
8. Proficient with the Adobe Creative Suite;
9. Demonstrated experience in magazine publishing will be an advantage;
10. Demonstrated high level of organisation, planning and time management skills with a particular focus on accuracy and attention to detail;
11. Great interpersonal communication skills;
12. A capacity and willingness to participate in professional learning opportunities across the College as required;
13. A capacity and willingness to embrace the College's Vision for Learning;
14. A satisfactory National Police Certificate (Schedule 1 Record); and
15. A Working with Vulnerable People (Children) registration.

## **Mandatory Clearances**

### **Working with Vulnerable People (Children) Registration and National Police Certificate (Schedule 1 Record)**

Irrespective of any legislated exemptions available under the relevant Act(s), employment at Scotch Oakburn College is subject to the requirement to at all times hold:

1. a current Working with Vulnerable People (Children) Registration issued by the Department of Justice, Tasmania; and
2. an appropriately clear National Criminal History Certificate (Schedule 1 Record) as evidenced by the provision of a renewed police certificate every three (3) years.

It is also a requirement of employment that you immediately advise the Principal or Human Resources Manager should your criminal history status change during your period of employment. This includes notifying the College of any pending criminal investigations and/or allegations as well as any convictions.

The cost of all clearances is at your own expense.

#### **1. Working with Vulnerable People (Children) Registration**

Working with Children Registration is a requirement under the Registration to Work with Vulnerable People Act 2013 and is issued by the Department of Justice, Tasmania. Information and application forms can be found at [www.justice.tas.gov.au](http://www.justice.tas.gov.au)

#### **2. National Police Certificate (Schedule 1 Record)**

National Police Certificate (Schedule 1 Record) is also a requirement to work at Scotch Oakburn College and is issued by Tasmania Police. Information and application forms can be found at [www.police.tas.gov.au](http://www.police.tas.gov.au)