

---

## SENIOR GRAPHIC DESIGNER

---

**AUGUST 2023**

---



### POSITION SUMMARY

Location:	Parkville		
Functional area:	Communications and Marketing		
Classification/ Salary:	\$104,000 base salary + 11% super + access to \$15,900 NFP salary packaging		
Job level:	Level 3		
Reports to:	Creative Services Manager		
Employment type:	Full time		
Employment length:	Contract until June 30 2024, with possible extension		
Direct reports	None	Indirect reports	None

### POSITION PURPOSE STATEMENT

The Senior Graphic Designer will be part of a busy team, contributing to our studio culture with a solid work ethic and friendly, enthusiastic attitude. Possessing a strong digital graphic design portfolio, they will be responsible for the concept and design development of a broad range of collateral, in both digital and print mediums.

Primarily supporting a major digital mental health rebranding project, this position requires the designer to be a multi-skilled, highly competent individual who is flexible and comfortable working within a project environment. The role requires high creativity, technical skill, exceptional attention to detail, and an ability to work on a variety of projects to deadline. The key responsibility of this role is to continue to lead the creative roll-out of our new award-winning brand identity for MOST (Moderated Online Social Therapy), Orygen Digital's flagship mental health service for young people aged 12 to 25.

#### About MOST

Orygen Digital has already developed world-leading youth mental health technologies. Our flagship Moderated Online Social Therapy (MOST) platform is the first single digital solution specifically designed to integrate with, and address, the key limitations of current youth mental health services. It has been designed with and for young people and existing services, providing clinicians with evidence-based tools that can be used across the diagnostic and severity spectrums and all stages

### REVOLUTION IN MIND

of treatment. In response to the COVID-19 crisis in 2020, Orygen Digital's MOST platform has been implemented in Victoria's youth mental health system and is now expanding into other jurisdictions including QLD, NSW and the ACT.

## POSITION FOCUS

	Key responsibility area	Percentage
1	Design	75%
2	Project management	15%
4	Brand	10%

## POSITION KEY RESPONSIBILITY AREAS

<p><b>1. Design work</b></p> <ul style="list-style-type: none"> <li>Report to the Creative Services Manager as part of the design and video studio, with a dotted line into Orygen Digital, to ensure alignment with the day-to-day graphic design needs of MOST.</li> <li>Collaborate and work closely with the Orygen Digital's designers, engineers, illustrators, and project, managers bringing to life design components of their internal and external communications plans and related brand awareness activities, within both digital and print mediums.</li> <li>Provide expert advice regarding strategy, concept, and best practice design solutions for both digital and traditional print mediums.</li> <li>Keep abreast of latest design trends, production techniques, hardware and software.</li> <li>Provide input and advice on current trends and make recommendations where necessary for delivery improvement.</li> </ul> <p><b>2. Project management</b></p> <ul style="list-style-type: none"> <li>Source and liaise with trusted suppliers and contractors.</li> <li>Manage and archive projects electronically as per studio guidelines.</li> <li>Track project hours, when required, as per studio requirements.</li> <li>Keep the Creative Services Manager abreast of projects and flag any possible issues that arise before the project is compromised.</li> </ul> <p><b>3. Other</b></p> <ul style="list-style-type: none"> <li>Maintain studio equipment and resources.</li> <li>Complete any other duties as reasonably required.</li> <li>Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.</li> </ul>
---

## EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> <li>Degree in graphic design or similar relevant qualification.</li> </ul>
-----------	---

## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>Extensive industry experience as a Senior Graphic Designer, with a proven digital design background.</li> <li>Strategic, creative thinker, with excellent design and typography skills.</li> <li>Demonstrated extensive experience with large document design and text setting.</li> <li>Demonstrated ability to design and build for digital platforms, e.g., social media, eDMs, banner campaigns and front-end web. Both static and basic animated/motion work.</li> </ul>
---------------------	--

	<ul style="list-style-type: none"> <li>• Proven ability working within brand style guides.</li> <li>• Excellent skills in the latest industry standard software such as Indesign, Photoshop, and Illustrator. Mid-level After Effects proficiency.</li> <li>• Effective communication skills, both verbal and written.</li> <li>• Comprehensive experience producing artwork for production.</li> <li>• Proven experience liaising with suppliers co-ordinating design for implementation.</li> <li>• be process driven and meticulous, with a keen eye for detail and consistency.</li> <li>• work productively and collaboratively with our internal stakeholders (the client), fellow designers, a video producer, and the broader Communications and Marketing team members.</li> <li>• Ability to self-manage and prioritise workflow to ensure projects are completed in a productive and timely manner, ensuring deadlines are met.</li> <li>• Traditional and computer-generated Illustration skill.</li> <li>• Solid Canva experience, basic Premiere Pro and Figma experience would be desirable.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Articulate and a skilled presenter of their creative work, with a focus on solutions that meet the brief and the client's objectives.</li> <li>• Comfortable giving and receiving feedback, always striving for improved project outcomes.</li> <li>• A clear communicator with constant focus on the 'end user'.</li> <li>• Highly organised with the ability to multi-task, meet deadlines and liaise directly with clients actioning feed-back, whilst maintaining accuracy and high-quality work.</li> <li>• Self-motivated and excited about design, willing to contribute to our positive studio culture.</li> </ul>

## KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> <li>• Creative Services Manager</li> <li>• Design and video communications team</li> <li>• Social Media Adviser</li> <li>• Communications Manager, Orygen Digital</li> <li>• General Manager, Orygen Digital</li> <li>• Senior Manager, Communications and Marketing</li> <li>• Director of Communications and Marketing</li> </ul>
External	<ul style="list-style-type: none"> <li>• Printers</li> <li>• Merchandise suppliers</li> <li>• Digital agency for Orygen Digital social strategy work</li> </ul>

## SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> <li>• Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.</li> <li>• You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.</li> <li>• A current Victorian driver's licence (desirable)</li> </ul>
---

- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required.

### SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.

### ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	Adrien Powning
Signature	Adrien Powning
Date	9.8.23