

Junior Graphic Designer

POSITION DESCRIPTION	
TITLE	Junior Graphic Designer
REPORTS TO	Business Development, Marketing and Communications Manager
LOCATION	Wellington
DIRECT REPORTS	0
DATE	October 2021

Site Safe

Our Vision

Proud to be Safe





Our Mission

Building Safer and Healthier Workplaces Together

Who We Are

Established as a not-for-profit society in 1999, Site Safe's goal is to help reduce harm in the New Zealand construction industry. A membership-based organisation with over 6,000 members, we provide leadership, advocacy and a range of services to support the industry to be safe. We help develop future health and safety leaders, provide education and resources, and give advice to businesses on solutions that make a real difference and ensure everyone goes home safe at the end of each day.

Our Values

	Safety	Safety and health are at the forefront of what we do and who we are.
	Attitude	We are respectful and honest. We believe with passion and work with integrity.
	Fairness	Our willingness to listen and learn enables continuous improvement towards excellence. We have inquiring minds and are open to change for the best outcomes.
	Engagement	Our sense of team and trusting relationships enables robust debate and best practice development.

Purpose of the Position

The purpose of this position is to provide graphic design support to the Site Safe team to help achieve its goal of creating a positive change in the New Zealand construction industry's health and safety culture.

Key Responsibilities

1. Design

- Provide graphic design support to the team including utilising templates to create select documents (e.g. toolbox talks, fact sheets, presentations) and creating new graphics for use across different Site Safe channels.
- Provide graphic design support for the development of course material, including training slides and supporting collateral.
- Maintain an image library for use within the design of Site Safe internal and external facing content and collateral.
- Create and edit video content for internal and external use.
- Provide graphic design support for effective branding at events including the Site Safe Graduations and Evening of Celebration, trade and industry events and conferences.
- Provide branding assistance to the team and help ensure the Site Safe brand collateral is of a high quality.
- Assist in developing effective marketing collateral (including product material) that is consistent with Site Safe's brand.
- Assist in designing the Site Safe annual report in alignment with the marketing team and wider business.
- Work with the wider team to ensure that the brand is used consistently across the organisation.

2. Marketing and Communication

- Assist with Site Safe's website, including uploading of documents, user testing of content pages, uploading imagery and adding new content to the site.
- Assist with website design to create an aesthetically pleasing online experience for users.
- Assist with social media, including developing imagery and content for posts.
- Develop and review marketing collateral fit for purpose alongside Marketing Advisor and in line with brand guidelines.

3. Events

- Support graduations, scholarships and Evening of Celebration.

4. Health, Safety and Wellbeing

- Ensure personal and team responsibility in the application of Site Safe health and safety policies and procedures.
- Identify and report on potential improvements to health and safety within the workplace.
- Complete any required organisational health and safety related training or education.

Key Relationships

Internal	External
Business Development, Marketing and Communications Manager and Marketing and Communications Team	Site Safe members, stakeholders and customers
Group Manager, Customer Strategy and Support	Design and print consultants and account managers
Site Safe staff	

Person Specification

Experience, Knowledge and Qualifications

Essential:

- Experience studying or working in graphic design.
- Graphic design experience including the Adobe Creative Suite and in particular – InDesign, Illustrator and Photoshop.
- Good verbal and written communication skills.

Desirable:

- Experience with website content management systems an advantage.

Personal Attributes

- Interpersonal skills - ability to establish constructive and effective relationships with all kinds of people across all groups and teams through building appropriate rapport and understanding of needs.
- Customer/stakeholder focused - acts with customers/stakeholders interests (both internal and external) in mind and is dedicated to meeting the expectations and requirements of those people.
- Demonstrates commitment to the Site Safe Values.