

Junior Graphic and Digital Designer

Job Ref:REQ231102

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Technical Services Grade 4 (Full-time)

Job Purpose

To create artwork and digital assets for multi-channel marketing campaigns and projects using industry standard software. You will work as part of the in-house design team providing support across Brand, Creative and Print Services.

Job Duties

- To create high quality motion and static assets for digital marketing campaigns.
- To progress approved design concepts to print ready artwork.
- Create designs and artwork for personalised print using variable data as part of the design.
- From agreed content supplied, produce creative PowerPoint presentations and Word templates.
- Assist the design team with research ideas, amendments to concepts and aid in bringing together pitch documents and presentations.
- To ensure consistent use of Loughborough University's brand identity to best support the University brand, and be an advocate for best practise.
- Follow guidance, create inclusive and accessible content for all stakeholders to meet required legislation and keep up to date with accessibility standards.
- To schedule and prioritise tasks to ensure work is delivered to agreed deadlines.
- Provide a sound level of technical knowledge to offer help and support to colleagues.
- To liaise with colleagues and external media agencies in relation to artwork production and deadlines.
- To archive projects following agreed departmental procedures to ensure version control and ease of retrieval by other team members when needed.
- To keep up to date with industry trends and design standards.
- Undertake any other duties to the post as may be required.

Benefits

As a Junior Designer you will enjoy the benefits of 20 days leave per year. In addition you will also receive 14 bank holiday and concessionary days of paid leave. There's a cycle to work scheme and access to a variety of university facilities including Dentist, Nursery, Gym and sports facilities. For more information about benefits please see www.lboro.ac.uk/services/hr/benefits.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The University has equity, diversity and inclusion as core values. We welcome applications from suitably qualified candidates whatever their background, and especially from BAME candidates.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of the probation period will be dependent on attendance of the University's mandatory courses.

Organisational Responsibility

Reports to – to be confirmed.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Qualifications	Educated to at least A-Level standard or equivalent in a relevant design-related subject.	1
Experience	Proven experience of working within a design environment where graphic design for print and digital output was a significant part of the role. Please provide a link to download or view your portfolio online.	1, 3
Skills and abilities	Good knowledge of professional design software: Adobe CC InDesign, Photoshop, Illustrator and After Effects.	1, 2, 3
	Demonstrate strong layout, typographical and retouching skills.	1, 2, 3
	Conversant with Apple Computers and MacOS.	1, 2, 3
	A solid understanding of how to prepare artwork for print and create files for a variety of digital formats to size and scale.	1, 2, 3
	Knowledge of Microsoft Word and PowerPoint, and the ability to harness their design functions.	1,3
	Demonstrate the ability to prioritise workload, use initiative, manage deadlines and work individually and as part of a team.	1, 3
	Show good written, communication and presentation skills.	1, 3
	Meticulous attention to detail.	1, 2, 3
Training	Show commitment to maintaining up-to-date knowledge on emerging design trends and technologies.	1, 3
	Show a willingness to undertake further training and to adopt new procedures as and when required.	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of designing for the web and other digital channels.	1, 3
	Experience of retrieving data from multiple sources.	1, 3
	A keen interest in digital marketing, with an active understanding of social media channels.	
Skills and abilities	Keen eye for photography, video and creative composition of images.	1, 3
	Ability to demonstrate visualisation skills.	1, 3

Conditions of Service

The position is full-time (1.0 FTE) and on an open-ended contract. Salary will be on Technical Services Grade 4, £23,700 - £27,181 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is 15 October 2023. Interviews will be held on 7 November 2023

NOTE: We may request shortlisted candidates submit a solution to a design brief in advance of interview or complete a short skill based based brief on the day of interview.