

POSITION DESCRIPTION

CASUAL GRAPHIC DESIGNER

ABOUT SGS

SGS Economics and Planning Pty Ltd is an Australian owned and based consultancy firm of urban and regional economists and planners dedicated to helping businesses and governments make successful policy and strategy decisions. SGS takes pride in contributing to good management and good governance through rigorous research, creative analysis of policy options and sound advice on policy implementation.

Established in Melbourne in 1990, SGS now has over 50 staff and offices in Canberra, Hobart, Melbourne, and Sydney. SGS's client list includes National, State and Local Government departments and agencies, as well as private sector and community group clients.

ORGANISATIONAL CONTEXT

SGS is owned by a group of Partners who also work in the business at a senior level. Strategic direction of SGS is determined by a Board of Directors comprised of five internal and two external Directors. SGS has established a Chief Executive Officer, and the role of the CEO is to work with the Board on strategy and be responsible for operational management of SGS.

PRINCIPALS at SGS have a critical role in promoting the firm. Whilst Principals have a focus on business and client development, winning projects and achieving work winning targets, they are the firm's leading consultants and lead significant projects, providing strategic input and mentor and develop the SGS team. As part of the quality program, Principals also review all of the firm's major reports to ensure that solid and reliable advice is being presented.

PRACTICE LEADERS are responsible for managing work flow and consultant capacity in the local office and leading the local practice's efforts in professional development, intellectual property development, team building and engagement with peers and relevant interests groups within and outside the firm. Under SGS's management philosophy and structure, Practice Leaders work as part of the SGS national operational management group on corporate initiatives and also are empowered to run the local office with a high degree of autonomy, provided decisions are made within the bounds of the adopted Business Plan and in accordance with the firm's Delegations of Authority. In carrying out these duties, the Practice Leader may be assisted by local administrative team members, depending on the size of the office.

SENIOR ASSOCIATES are project direction, work winning and client development leaders in the firm. Senior Associates have a similar function and role of Principals, with slightly lower work winning targets. They are expected to have a focus on work winning, project directorship and promotion of SGS externally. As leaders, they are expected to mentor junior staff and contribute to strategic planning.

ASSOCIATES have been recognised for their intellectual, project execution, creative and technical contribution to the firm. They are acknowledged as key leaders in SGS's operations. Associates are expected to mentor junior staff and to actively contribute to the firm's business planning in its various forms. They will be trained and supported by senior mentors to develop work winning skills with the medium term objective of winning significant levels of work for the firm. They are expected to manage high levels of project work and play a significant role in promoting SGS to the industry in general as well as to existing and potential clients.

SENIOR CONSULTANTS are expected to have highly developed conceptual thinking skills and deliver a final or near final product when completing sub-briefs. It is also expected that senior consultants have a high degree of self-management, are able to project manage multiple jobs effectively, can develop appropriate responses to briefs and consistently win projects for SGS. Senior Consultants also provide leadership by mentoring Consultants and Researchers.

CONSULTANTS are generally responsible for completing sub-briefs set by job managers under supervision. Consultants will have a recognised degree, are expected to show an active interest in SGS's areas of expertise, and demonstrate innovation in completing tasks. Consultants who take pride in their work, have highly developed conceptual thinking skills, good technical skills and attention to detail, together with high levels of initiative, self motivation, good self management skills and who actively market SGS will be viewed favourably for promotions within the firm. There are three grades of consultant (A, B & C) representing levels of competence and skills.

RESEARCHERS are often employed by the firm on a casual basis. Researchers who are in the process of completing a relevant degree and who demonstrate similar capabilities and interests to those of a Researchers can be considered for employment as a Consultant with the firm, depending on the firm's resourcing requirements at the time.

NATIONAL SUPPORT of the firm is managed by the Chief Operating Officer who has overall responsibility for IT support, marketing, human resources and finance. The COO is supported by a small team of administrators. SGS also has a Marketing Manager who manages marketing activities for the firm.

GRAPHIC DESIGNER DUTIES ARE:

5-20 hours per week.

DESIGN

- Setting up documents for print and digital
- Working within Microsoft Word and Adobe Creative Suite templates
- Designing internal and external reports
- Preparing publications and graphics for print, web and social media

SKILLS

The Graphic Designer will be expected to have a high level of proficiency in the following tools:

- MS Word
- MS Outlook
- MS PowerPoint
- Adobe CC Indesign
- Adobe CC Photoshop
- Adobe CC Illustrator

PERSONAL ATTRIBUTES

- Reliable and professional
- Excellent attention to detail
- Excellent organisational skills
- Able to work to deadlines

TEAMWORK

- Effectively interact with people from all role levels within SGS
- Understand the role and function of other marketing team members and provide additional design support and input as required

KEY RELATIONSHIPS

- Regularly work in conjunction with the Marketing Manager and Marketing and Design Coordinator
- Regularly work with all levels of team on internal and external work

EXPECTATIONS AND REQUIREMENTS

- Graphic design experience
- Effective interpersonal skills with the ability to communicate well with the SGS team
- The ability to accept responsibility and fulfil commitments
- Exceptional attention to detail
- Must be able to work autonomously
- Must be well organised with good self-management skills
- Ability to communicate messages through different mediums
- Must have aligned values with those of SGS Economics and Planning