



Education Review Office

Te Tari Arotake Mātauranga

Position:	Graphic designer – intermediate (0.5FTE)
Location:	National Office
Group:	Corporate
Reporting to:	Communications Manager
Issue Date:	September 2020
Delegation Level:	5
Staff Responsibility:	No

ERO purpose

Ko te Tamaiti te Pūtake o te Kaupapa

The Child – the Heart of the Matter

The Education Review Office | Te Tari Arotake Mātauranga (ERO) is responsible for:

- evaluating the implementation of government education priorities, programmes and policies across the system
- evaluating the quality of education and care in schools and early learning services and across Communities of Learning | Kāhui Ako
- supporting improvement in the performance and operation of our early learning services, schools, kura, Te Kōhanga Reo and Communities of Learning | Kāhui Ako
- contributing to the evidence base about what works in support of decision makers and practitioners.

The driving force behind ERO is the belief that quality education is a right for every New Zealand child and young person.

The Education Review Office affirms its responsibility to honour Te Tiriti o Waitangi through recognising the unique place of Māori in Aotearoa New Zealand.

Group purpose and programme

The Corporate Services Group is responsible for providing business, and infrastructure support to all of ERO.

The Corporate Services Group includes: Administrative Services, Information Services, Finance, Human Resources, Communications, Ministerial and Legal Services, Strategy and Performance and Business Support for Review and Improvement Services.

The Group will also undertake an ongoing process of assessment to review the quality and effectiveness of ERO's evaluation and review practice.

Role

The Graphic Designer is responsible for graphic design and production services to ERO, seeing all projects through from concept, design, production, completion and delivery. This includes working predominantly with other members of the Communications Team and internal customers to design both digital and print publications, presentations, videos, infographics, templates, photography, images, marketing collateral and any other requests for desktop publishing and design support. This role also liaises with external design agencies and printers that have been contracted to provide design and print services to ERO.

Design accountabilities

- Manage professional graphic design and desktop publishing projects for ERO. This includes end-to-end project management from receiving a brief from the client, analysing and critically evaluating the request and recommending approaches, developing creative design concepts that clearly communicate the intent of the brief, completing the design project on time and on budget
- Produce accurate digital finished artwork and interfaces with printers / suppliers
- Advise on in-house video production, including video editing and captioning
- Develop high quality visual presentations and infographics
- Promote design thinking within ERO to ensure high quality, professional outputs that contribute to raising trust and confidence within the organisation
- Implement repeatable approaches to design (processes, guides, templates) across the visual design practice
- Assist with operation of the ERO photo library, approve the use of photos, ensure photos have the correct consents

Skills and attributes

- A tertiary or industry qualification in graphic design or equivalent industry experience
- High level user of Adobe Creative Suite, in particular InDesign, Illustrator, Photoshop and Acrobat Pro
- Experience in video editing software e.g. Adobe Premiere Pro
- Curious – Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.
- Honest and courageous – Deliver the hard messages and make unpopular decisions in a timely manner to advance the longer-term best interests of customers and New Zealand.
- Resilient – Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.
- Self-aware and agile – Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people

- Interpersonal savvy – Establish and maintain effective relationships with customers and gain their trust and respect.

Professional knowledge and experience

- A minimum of 4 years’ experience working within an in-house creative department or other creative team environment
- Demonstrated portfolio of work
- Experience in developing infographics
- Photo re-touching and image development skills
- Ability to assist in developing and managing a brand and visual identity to maintain consistency and integrity across all communications
- Understanding of the print production process and the ability to produce high quality digital finished art
- Experience in managing and delivering project outcomes to tight deadlines, and strong organisational skills.
- Stakeholder management, relationship management and networking skills, with an ability to work with others in a team context, and work with internal clients to achieve positive outcomes.
- Organisation skills, with the ability to manage and execute multiple projects
- Possesses creative flair, excellent conceptual and visual ability
- Takes direction well and is able to excel in a collaborative work environment

Behavioural competencies

Capability	Expectation
Leading strategically	<ul style="list-style-type: none"> • Thinks strategically (i.e. sees issues through a range of lenses and stakeholder perspectives; and recognises broader implications and connections between issues). • Progresses current thinking (i.e. provides suggestions and alternative perspectives on agency issues). • Engages their team in the vision (i.e. clearly articulates their team’s role in achieving the organisational vision; and engages their team in the vision).
Leading with influence	<ul style="list-style-type: none"> • Communicates effectively (i.e. tailors messages so that they are clear, succinct, and resonate with their audience). • Persuades others (i.e. asks questions to understand others’ concerns; and presents a clear and convincing rationale for ideas).
Enhancing organisational performance	<ul style="list-style-type: none"> • Supports organisational performance (i.e. suggests improvements to processes to achieve gains in effectiveness and efficiency).
Leading at the political interface	<ul style="list-style-type: none"> • Navigates political issues (i.e. ensure that written documentation and verbal presentations reflect relevant political sensitivities).
Managing work priorities	<ul style="list-style-type: none"> • Manages and delivers on work priorities (i.e. uses sound work management practices to organise their work priorities, so that they deliver on work commitments).

Enhancing system performance	<ul style="list-style-type: none"> • Manages internal relationships (i.e. contributes to their management team [of peers], works collaboratively with others across the organisation, and encourages their team to adopt an organisation-wide view). • Manages external relationships (i.e. leverages strong relationships with a range of external stakeholders to deliver outcomes).
Commitment to ERO's Māori strategy	<ul style="list-style-type: none"> • Valuing Māori • Knowledge of Māori content • Achieving equitable education outcomes for Māori

Relationships

- Manage relationship with internal stakeholders and present the design work at various stages for review and final approval
- Provide advice to internal clients on graphic and digital design, including latest trends and best practice.
- Provide technical advice relating to graphic design and printing to internal clients
- Promote ERO's brand and visual identity guidelines
- Consistently and clearly communicate and raise awareness of the ERO's visual identity

General Accountabilities

Code of Conduct and Policies and Procedures

- Active commitment to and demonstration of ERO's policies and procedures and the ethos of the Public Service standards of integrity and conduct, being fair, impartial, responsible and trustworthy. Familiarity and compliance with the ERO's policy and procedures relating to the functions of the position held. This includes responsibility for signing up to, and ensuring any direct reports/contractors have signed up to, the current ICT user policy.

Health and Safety

- Under the Health and Safety at Work Act 2015, all staff must take reasonable care of their own health and safety and ensure that their actions do not cause harm to themselves or others. They must also comply with any reasonable instructions, policies or procedures in how to work in a safe and healthy way.

Other Duties & Responsibilities

- All employees are expected to perform other such other duties as can reasonably be regarded as incidental to their job description, and other such duties that fall reasonably within their experience and capabilities as may be assigned from time to time to meet business requirements.