


SUMMARY OF MAIN DUTIES	Graphic and Multimedia Designer Band D	
RESPONSIBLE TO: Deputy Head of Corporate Communications		
RESPONSIBLE FOR: N/A		
SPECIFIC CONDITIONS OF SERVICE		
Ability to travel within and outside of South Yorkshire boundaries appropriate to the role Ability, and willingness to work outside of normal office hours when business needs require Have the appropriate level of vetting		
SUMMARY OF MAIN DUTIES	FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.	
Produce and process photographic material for internal and external print and online mediums.		
Produce creative and innovative design concepts and repro-ready and web-ready artwork to a high standard, in line with the force's brand guidelines for SYP commissioned work and for external stakeholders to secure inward investment, where appropriate		
Liaise with colleagues and partners throughout the design process, communicating design rationale clearly, ensuring all work is delivered to brief, on schedule and on budget, adhering to the agreed sign-off process.		
Ensure photographic and design files are managed within an asset management system, adhering to the agreed metadata standards and naming protocols.		
Prepare detailed specifications to allow quotes for work to be obtained.		
Maintain strong working relationships with internal clients across the force and region, partners (including local authorities, educational establishments and businesses) and external contacts, including suppliers.		
In liaison with departmental colleagues, help to govern the consistent application of the force's image and brand across all new media platforms.		
Maintain and update knowledge of design and photographic techniques and technologies to support your day to day work.		
Participate in the Force PDR process and take responsibility for identifying your own professional and career development needs.		