

Graphic Designer

Start Date: TBC

End Date: N/A

Contract Type: Full-time

Location: Auckland

About Te Ara Ahunga Ora Retirement Commission

TĀ MĀTOU PŪTAKE OUR PURPOSE

To empower the people of Aotearoa on their journeys to a better retirement.

Te Ara Ahunga Ora is the office of the Retirement commissioner. Our aim is to improve retirement outcomes for all through providing trusted information, informed advocacy and effective collaboration. Retiring with confidence means New Zealanders feel secure they'll have resources to live and the know-how to make ends meet.

We focus on three areas - Retirement Policies, Retirement Villages and Financial Capability. As part of our role, we advise Government on the policies that will enhance retirement outcomes for New Zealanders. Through our well-known consumer brand Sorted, we help New Zealanders think long-term to improve financial outcomes and better prepare for retirement.

Our Values

Kia manawanui Let us be big hearted

E tipu, e rea We grab the best of both worlds to flourish

Me hoe tahi We paddle as one

He taonga te pono We treasure truth

Position purpose

To concept and produce artwork for digital and print that is impactful and engaging to both our consumer and stakeholder audiences. This role will help evolve the visual identity of our brands Te Ara Ahunga Ora and Sorted and be a brand guardian.

Key aspects of the role include

- Design, layout and produce final art for a range of consumer and corporate materials
- Scheduling and prioritisation of design workflow
- Work collaboratively cross-functionally on key projects
- Champion brand guidelines and uphold brand integrity
- Manage a library of branded templates and elements
- Use your skills and knowledge to influence design ideas and develop concepts
- Liaison with creative agency and suppliers for outsourced graphic and design requirements
- Be self-motivated, energised and flexible
- Be able to work with a sense of urgency, while still paying careful attention to detail

Working relationships

Reports to:	Marketing & Content Lead
Member of:	Marketing
Direct reports:	None
External Relationships:	External creative agencies as required
Internal Relationships:	Works collaboratively across all functions

Responsibilities and accountabilities

Pillar	Responsibilities
Trusted Information	<ul style="list-style-type: none"> • Ensure all produced artwork is of high quality, aligned to our purpose, vision and mission, and consistent with the marketing and branding strategy including the brand standards and content style guides • Development and design of creative concepts through to final art for a range of visual executions on owned channels and materials • Image sourcing, manipulation and repurposing of design elements for development of communications materials • Development of infographics to support storytelling • Manage a library of branded templates and elements that can be re-purposed for different situations • Liaison with external suppliers for outsourced graphic design and brand identity requirements • Work with Marketing Lead and Financial Capability team to manage the print and production processes to balance quality, cost and timing • Keep abreast of new and emerging design trends and technologies that can be applied at Te Ara Ahunga Ora to assist in making our communications relevant and engaging • Routinely test design outcomes for outtakes and interpretation to ensure the desired communication objective is achieved through the design execution • Input and expertise into best practice web and user experience design for digital channels • Work collaboratively with the Kaihautū to ensure content is culturally appropriate, respects Te Ao Māori and integrates Te Reo
Effective Collaboration (external)	<ul style="list-style-type: none"> • Work collaboratively with creative agencies as required • Liaison with external print suppliers to ensure brand integrity and cost effectiveness of printed collateral and resources
Effective Collaboration (internal)	<ul style="list-style-type: none"> • This role works across multiple workstreams and demands a highly relatable individual with the ability engage easily. • Strong ability to communicate and collaborate effectively to ensure clarity of the task and challenge requirements is essential.

	<ul style="list-style-type: none"> • Working collaboratively with the team to optimise the briefing process in understanding design requirements and delivering best in class design outcomes. • Able to self-manage, prioritise and multitask to finalise projects within given timeframes. • Acknowledges other team members’ skills, experience, knowledge, creativity, and contributions • Facilitates open communication and listens to feedback and input from other team members • Works cooperatively within team and across functions to deliver Te Ara Ahunga Ora outcomes and joint projects • Communicates respectfully and constructively to all team members • Actively participates in team and organisation wide meetings and events • Identifies improvement opportunities and collaboratively develops and implements solutions, seeking others’ ideas and suggestions • Willing to openly share information and help team members in need • Understands diversity - cultural differences, gender, multiple viewpoints, special interest groups and age differences • Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate this into every aspect of work
<p>Safety, Health and Wellbeing (all positions)</p>	<ul style="list-style-type: none"> • Take reasonable care of own health and safety and ensure that actions don’t cause harm to yourself or others • Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way • Rectifying minor health and safety issues where authorised and safe to do so • Reporting any hazards including unsafe conditions, equipment or practices, as soon as practicable • Ensure not under the influence of alcohol, drugs or medication which affects your ability to perform duties safely or efficiently • Report any incidents or injuries sustained while working and seeking appropriate first aid • Ensuring all health and safety equipment is used correctly

Essential skills and experience

Team Member:

- Team player – General attitude and conduct reflects a supportive, collaborative and constructive approach
- Resilient - Show composure and a sense of perspective during change and can help others maintain optimism and focus
- Curious - Show curiosity, flexibility, and openness
- Communication – communicates clearly, professionally and constructively both verbally and in writing

- Ability to deliver - Works well under pressure, can prioritise and manage workload, meets expected deadlines, carries out instructions completely and accurately, uses knowledge and experience to inform decisions, demonstrates technical skills to deliver role expectations and takes appropriate action without being prompted
- Flexible - being nimble to be able to shift priorities as/when needed to focus on delivering against organisational objectives and activities.

Position specific:

- Minimum of 5 years relevant experience in graphic design across digital and print
- Proficient in Adobe Creative Suite
- Digital design experience eg: emails, web graphics, social media, digital reports, including awareness of principles of accessible design.
- Design skills across graphic design, image selection, typography, illustration, layout and production
- Excellent file management
- The ability to manage multiple tasks and priorities and vary design style depending upon the audience.
- Knowledge of emerging design trends and technologies
- An appreciation of and exposure to Te Ao Māori to influence the development of graphic designs that resonate with this audience
- The ability to build and develop strong relationships, communicate clearly and concisely
- Video editing experience an advantage

Acknowledgement

This position description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of all tasks and duties. You will be required to perform other job-related tasks as requested and as necessitated by the development of this role and the organisation. This position description may also be modified and updated from time to time to reflect these changes.

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

Employee

Date

Manager

Date