



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Senior Graphics Assistant</b>
<b>Responsible to:</b>	Principal Graphics Artist
<b>Salary Band:</b>	Band 02-03

**Job Purpose**

Assist with the habillage, studio décor, branding and post productions of all television programmes.

**Key Result Areas**

**FUNCTIONAL**

**Assist with the habillage, studio décor, branding and post productions.**

- Assist with the conceptualisation and design studio and background décor for local productions.
  - Assist with the design and produce graphics materials for Production, News and any other output sections (maps, illustrations, logos, captions etc).
  - Assist with the Production of computer graphics for special programmes and when necessary.
  - Be involved with planning and decoration of sets, studio in close collaboration of producers or any staff involve with other output.
  - Be involve with entire production e.g. formulate caption style, effects, take part in post production, edit etc.
  - Assist in the preparation of cartoons and computer graphics for special programmes.
- Produce reports on all matters associated with area of functional responsibility, whenever required.

**FINANCIAL**

**Ensure cost-effective utilisation of Resources.**

*Specifically:*

- Eliminate or Reduce Wastage, where identified
  - Continually find ways to perform functions cost-effectively
  - Proper Planning to reduce costs
  - Ensure equipment & assets are used and maintained properly
  - Contribute in Budgeting and Cost-control, where required/requested
  - Identity and pursue revenue-generating opportunities
- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**
    - Promote Safe & Healthy conduct at work
    - Set a personal example in Health & Safety compliance through:
      - Observing safe working practices as advised and instructed
      - Considering Safety & Health of self and others who may be affected by work activities

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

- Be an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Ensure that Safety & Health precautions are implemented and safe-working practices are correctly carried out by all staff under post-holder's control.
- Report Incidents or Hazards which have led or may lead to injury
- Build and enhance an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

**Essential Qualifications/Experience**

- At least three years relevant work experience
- Certificate in Visual Arts
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

**Desirable Qualifications / Experience**

- Budgeting and accounts (preparation and control of)
- People Management Experience
- Full Driving Licence

### Core Behavioural Competencies

<b>COMMITMENT</b>	<ul style="list-style-type: none"> <li>• Demonstrates consistent application of focused energy to fulfil obligation and objectives.</li> <li>• Capable of dealing effectively with significant pressure.</li> <li>• Demonstrates a strong results orientation.</li> <li>• Willing and able to put the needs of the organisation before individual or departmental needs.</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>• Able to reach sound productive decisions and conclusions through a process which includes actively gathering information from a range of sources and perspectives, and honestly assessing the decision-making environment, including the risks and benefits.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Able to communicate with clarity using a range of methods and styles suited to the purpose and audience.</li> <li>• Effectively communicates ideas and is able to get their point across with colleagues and external stakeholders alike.</li> <li>• Able to listen to others.</li> </ul>
<b>TEAMWORK &amp; INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Demonstrates a clear capability to actively contribute as part of a team.</li> <li>• Proactively shares information with others and encourages mutual support.</li> <li>• Able to develop and maintain sound interpersonal relationships with others.</li> <li>• Behaves in a manner that is accepting and inclusive of all people, adapting style, approach and communication accordingly.</li> <li>• Is non-discriminatory and open to changing beliefs and perceptions.</li> <li>• Behaves in a professional and appropriate way to set the right example in the workplace.</li> </ul>
<b>CHANGE CAPABILITY</b>	<ul style="list-style-type: none"> <li>• Demonstrates enthusiasm for change and capability to adapt to changing circumstances.</li> <li>• Contributes new ideas and willing to challenge the status quo.</li> <li>• Has the ability to push the boundaries to seek continuous improvement.</li> <li>• Constantly looks to improve ways of working and shares constructive ideas and suggestions to do this.</li> </ul>
<b>BUILDING RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Puts continuous effort into building and maintaining relationships.</li> <li>• Accepts conflict as an opportunity to strengthen the relationship.</li> <li>• Responds willingly to requests for help and information, where possible.</li> <li>• Is honest and open.</li> <li>• Works collaboratively with others.</li> <li>• Keeps stakeholders up to date with activities and progress to maximise trust.</li> </ul>
<b>ACHIEVEMENT DRIVE</b>	<ul style="list-style-type: none"> <li>• Performs tasks to a high standard.</li> <li>• Has a 'can-do' co-operative style, works hard and likes to get things done.</li> <li>• Is motivated by success and finishing what have started.</li> <li>• Plans and prioritises workload in order of urgency and importance. Able to prioritise effectively and plan flexibly to be able to deal with change.</li> <li>• Capability to structure workload in a realistic way.</li> <li>• Able to take responsibility for ensuring work is completed to a standard which meets expectations</li> <li>• Strives to get things right first-time</li> <li>• Willing and able to use initiative.</li> </ul>