# Design and Publications Officer

## Role Description

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| Salary grade: |  | C |
| Reference number: |  | DPO |
| Team: |  | Governance and Corporate Services (Planning and Communications) |
| Reporting to: |  | Head (Communications) |
| Line managing: |  | No line management responsibility |
| Location: |  | Cardiff |
| Travel: |  | Occasional |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

The Design and Publications Officer ensures that all of the Arts Council’s printed and electronic information is designed and published to the highest standards and are as accessible as possible to as many people as possible. As a creative organisation that wishes to present an engaging, distinctive and accessible image, the Design and Publications Officer ensures that all aspects of design, print and promotion reflect and enhance the Arts Council’s values.

The Officer protects the clarity and consistency of the Arts Council brand and identity, internally and externally, further developing brand policy. The services managed by the Officer extend to Wales Arts International, Night Out and CollectorPlan and other key projects as appropriate.

### Principal responsibilities

Graphic design – provides a service that ensures that all corporate publications, printed materials are attractive, well designed bilingual and comply with AAA accessibility standards.

Publications – project manages the design and production of all publications, (annual reports, corporate plans, arts strategies, funding information, guidelines etc) ensuring that they adhere to accessibility requirements e.g. accessible PDF documents.

Manages and provides information to external organisations to ensure the delivery of Easy Read documentation and BSL videos.

Brand management – assists clients and staff in ensuring the correct use of logos and acknowledgements, ensuring that the Arts Council’s ‘house style’ is consistently applied.

Creates ‘house style’ document templates for staff.

Follows and operates the principles of ‘Cymraeg Clir’ and ‘Plain English’.

Content – manages the stock of key printed and published material and the sourcing and development of the Arts Council’s database of images.

Campaign/project support – assists in the design, production and exhibition of materials for *ad hoc* promotions,campaigns, events and projects.

Assists with the organising and presence at events.

Responds to requests for information from external media organisations.

Procurement – ensures, when necessary, the external procurement of high quality, value for money print and design services.

Liaising with external suppliers to discuss print requirements, costings and delivery.

Using iPOS financial system to raise purchase orders, process invoices and set up new suppliers.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * An understanding of the arts in Wales * Expert understanding of the principles of layout, typography and editorial design * A knowledge of brand development and policy, visual identity and the importance of accessible design including the production of accessible PDF documents. |  |
| **Skills** | * Expert knowledge of packages such as Adobe InDesign, Illustrator, Photoshop and Acrobat Pro Accessibility toolset. |  |
| **Experience** | * Proven previous experience gained by extensive practice in a similar role |  |
| **Attributes** | * An exceptional flair for conceiving innovative and striking design * Proven conceptual creative skills and the ability to implement these in a practical setting * The ability to take responsibility and ownership of projects, seeing them through to completion * The ability to weigh up differing priorities and demands, reach decisions and make recommendations * The ability to work under pressure to tight deadlines * The ability and willingness to occasionally travel throughout Wales and the UK, and to work unsocial hours as the need arises |  |
| **Welsh language** | Fluency in Welsh (both written and spoken) to a minimum of [Level 3](https://learnwelsh.cymru/media/3239/151217description_sgiliau.pdf) |  |