University of Edinburgh: Job Description

1. Job Details

Job title: Senior Graphic Designer
School/Support Department: College of Medicine and Veterinary Medicine
Learning Technology Section DULT.

Unit (if applicable): Medical Illustration
Line manager: Medical Illustration Manager

Unique Job Reference Number: MLT/14

2. Job Purpose

To lead and supervise a dynamic Graphics Team of five staff located on three sites, (Central Area, RIE and WGH), which provides a comprehensive graphics, publishing, web and digital imaging service for the College of Medicine and Veterinary Medicine, the wider University and associated Institutions.

To deputise for the Medical Illustration Manager.

3. Main Responsibilities

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<tr>
<th>Approx. % of time</th>
<th>Description</th>
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<tbody>
<tr>
<td>20%</td>
<td>1. To supervise and lead the Graphics Team, to maintain a high standard of service for a wide range of clients, within strict timescales and budgets.</td>
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<tr>
<td>50%</td>
<td>2. Meet with clients, ascertain their requirements and analyse their design brief in order to supply them with the most appropriate materials to meet their needs.</td>
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<td>5%</td>
<td>3. To undertake research in the discipline and produce appropriate protocols in medical graphics and web design, provide specialised advice in all areas of design and layout, and pre-press processing.</td>
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<td>5%</td>
<td>4. Produce tenders for a variety of major projects.</td>
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<td>5%</td>
<td>5. Liaison with internal and commercial suppliers to organise quotes, resolve technical issues, and ensure files are correctly formatted for print.</td>
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<td>5%</td>
<td>6. Ensure adherence to existing corporate design styles, practices, and website accessibility issues.</td>
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<td>5%</td>
<td>7. Accurately record time taken to complete each job and materials used, enabling associated clerical administration to charge appropriately.</td>
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<td>5%</td>
<td>8. Promotion of Unit activities, e.g. production of publicity material and Unit website update.</td>
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4. Planning and Organising

- On a daily basis, prioritise and allocate projects, assess timescales and deadlines and plan for fluctuating demand, clients’ requirements, and commitments of other colleagues.
- Co-ordinate the activities of the Graphics Team by regular communication regarding workload, deadlines and delivery of materials between sites.
- Maintain and update equipment and software to enhance efficiency.
- Identify areas of income generation through research and working contacts.
- Monitor standards through analysis of client response and Manager Direction.

5. Problem Solving

- Delegation of workload between 3 sites to cover staff leave.
• Organisation of technical support for hardware and software problems.
• Production of guidelines for clients on preparing acceptable file formats for graphics use.
• Ensuring that the Graphics Team is aware of possible workflow problems, e.g. upcoming conferences where probable high demand for scientific posters requires urgent design and/or print adhering to strict deadlines.

6. Decision Making

• Ensuring that the type of equipment/software employed is appropriate for production of individual tasks.
• Selecting appropriate printers and suppliers that most suitably match clients’ budgets and technical requirements.
• Prioritisation and allocation of work to other members of the Graphics Team.
• Advise the Manager of MI on the purchasing of software/hardware upgrades and all graphics supplies.

7. Key Contacts/Relationships

• Regular meetings with the Manager of MI and the Director of LTS to discuss forward planning, CPD activities, strategies and protocols.
• Daily contact with the Manager of MI, Graphics Team and Secretary to discuss all matters concerning the day-to-day running of Unit.
• Daily contact with academic and clinical University, NHS and associated Institutions staff.
• Meet with the university’s department of Communications of Public Affairs to discuss matters relating to the University’s corporate identity.
• Liaise regularly with internal and commercial printers.
• Meets with other university support units on a frequent basis, e.g. Printing and Procurement Department to comply with EU tendering guidelines.

8. Knowledge, Skills and Experience Needed for the Job

• Good relevant degree.
• Minimum of 3 years postgraduate experience with evidence of CPD.
• Advanced knowledge of graphic and web design.
• Proven track record in a wide variety of design mediums and print processes.
• Excellent interpersonal and communication skills and the ability to lead and motivate staff.
• Thorough knowledge of Apple Mac systems and advanced knowledge of industry standard software.

9. Dimensions

• Responsible for 4 staff located on three sites, maintaining high standards of Unit activities at the cutting edge of technology.
• Provide a reliable high demand service to approx. 30 customers per week.
• Assist the MI Manager in all aspects of Unit administration and staff development.

10. Job Context and any other relevant information

The Unit is under constant pressure to maintain a high standard of service in a highly competitive, ever changing, technically advanced field, generate income, and remain cost effective to internal and external clients.

11. Verification

(JDs should be agreed by the relevant manager and individual job-holder or representative. Further verification may also be specified in some cases.)

I agree that this job description conveys an accurate description of this job.

Manager: Job title Name Signature Date
Job holder: Staff number Name Signature Date
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<th>Other:</th>
<th>Job title</th>
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