

POSITION DESCRIPTION

ORGANISATION:

Bushfire and Natural Hazards Cooperative Research Centre (CRC)

POSITION:

Graphics Designer

CONTRACT

Full time, to 30 June 2021 under current funding

REPORTS TO

Communications Director

CONTEXT

The Bushfire and Natural Hazards Cooperative Research Centre coordinates a national research effort in hazards, including bushfires, flood, storm, cyclone, heatwave, earthquake and tsunami. The CRC draws together all of Australia's emergency service authorities with the nation's leading experts across a wide range of scientific fields to explore the causes, consequences and mitigation of natural disasters.

The CRC was established on 1 July 2013 with \$47m in Commonwealth funding over eight years under the Australian Government's Cooperative Research Centres Program. The centre is in advanced discussions for funding beyond the current funding period, which ends on 30 June 2021.

CRC VALUES

Respect – recognising and valuing the contributions of everyone.

Focus – Ensuring that our activities are aligned with the CRC vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and outcomes aligned with the mission of the CRC.

Supportive Leadership – Allowing all involved in the CRC to achieve their leadership potential.

Trust and Collaboration – Sharing and working co-operatively in a trusting environment.

PURPOSE OF THE POSITION

The graphic designer is talented and creative and able to work across various tasks that will help position the CRC as a leading and innovative research centre with an ongoing future in natural hazards research.

The position will work within the Communications team to design and deliver a suite of creative branded products that translate and promote the CRC research program across a range of communications and public relations functions.

KEY RESPONSIBILITIES

This is a creative hands-on role, with the Graphic Designer responsible for producing publications and materials across print and online. This includes design and content for the CRC website, social media platforms, videos, marketing campaigns, research promotion, partner publications, and media and community information.

The position is responsible for coordinating and designing quality print and digital materials for research promotion, events and campaigns, including:

- Design concepts

- Coordination of print and production cycles
- Infographics and illustrations
- Video production and editing
- Collaborating with editorial teams, authors, photographers, website hosts and printers
- Translation of complex data

KEY RELATIONSHIPS

Internal:

CRC Communications Director/Manager/Officer

CRC staff

Researchers and students

Partners

External:

Government and community contacts

Public

SELECTION CRITERIA

ESSENTIAL

- Tertiary level qualification in graphic design or a related field.
- A minimum of three years' experience working in a design or publishing role.
- Demonstrated competency in Adobe Suite and the production of videos.
- Substantial recent experience in managing the production process of both print and online publications including, but not limited to, writing, editing, and liaising with authors, photographers and printers.
- Demonstrated creative ability in infographics and illustrations.

DESIRABLE

- Experience in science translation and communication.
- An understanding of academic publication processes.