**The Highfield Group**  
Job Description

Creative Designer & Researcher

**Document Control**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Notes |
| 1.0 | 31.05.2022 | Chrissie Waldram | First Version |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contents**

[JOB DESCRIPTION 3](#_Toc5360681)

[JOB PURPOSE 3](#_Toc5360682)

[MAIN RESPONSIBILITIES 3](#_Toc5360683)

[KEY COMPETENCIES 4](#_Toc5360684)

[POST HOLDER’S OBLIGATIONS 4](#_Toc5360685)

[POTENTIAL PROGRESSION 4](#_Toc5360686)

[THE HIGHFIELD GROUP WAY OF WORKING 4](#_Toc5360687)

[THE HIGHFIELD GROUP’S COMMITMENT TO YOU 5](#_Toc5360688)

# JOB DESCRIPTION

|  |  |
| --- | --- |
| Job Title | Creative designer & researcher POD |
| Responsible to | Design Manager |
| Responsible for |  |

# JOB PURPOSE

POD is looking for team members to enhance our brand through a range of design options, whilst ensuring we always provide excellent customer service, quality and value to our customers.

The ideal candidate will have an appetite to research, design and develop a wide range of posters and print options with nothing off the table in terms of ideas and designs.

# MAIN RESPONSIBILITIES

# You will work with the creative director alongside other graphic designers, product developers and subject matter experts to research, develop and design content for online digital posters and print designs; manage the database of posters and upload/manage the POD website.

# KEY COMPETENCIES

For this opportunity we are seeking the following skills and attributes:

- enthusiastic, creative and hard-working individual with graphic/digital design experience

- excellent typographical and design skills

- a knowledge of print and how to set up documents for print

- research experience: internet research, benchmarking or working with customers

- strong written communication skills, with a focus on attention to detail and accuracy

- a proactive approach to working with subject matter experts and product developers

- ability to work to strict deadlines

Required software experience:

• Adobe Illustrator (Vector drawing skills essential)

• Adobe Photoshop (photographic editing)

• Adobe InDesign (design for print)

# POST HOLDER’S OBLIGATIONS

To carry out their duties having full regard for “The Highfield Group Way of Working” (please see below).

To carry out their duties in accordance with the Highfield Group Diversity and Equality policy and in compliance with the Health & Safety at work etc. Act 1974 and any subsequent and relevant Health & Safety legislation.

The timely and professional dealing with general enquiries in writing, by email or over the telephone including the taking of messages and the accurate recording and, if necessary, the dissemination of all relevant information.

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other reasonable duties and responsibilities without changing the general character of the post.

# POTENTIAL PROGRESSION

This is a great opportunity to grow with a new business.

# THE HIGHFIELD GROUP WAY OF WORKING

Think customer;

Be passionate about our products and services;

Be a team player;

Accept responsibility for your actions;

Be enthusiastic, honest and confident;

Listen and learn and respect confidentiality;

Be loyal and committed to the Company and your future within the Company; and

To respect all members of the team.

# THE HIGHFIELD GROUP’S COMMITMENT TO YOU

To build on your strengths and develop your skills;

To recognise the value of your contribution;

To respect the balance between life and work;

To maintain confidentiality;

To provide excellent working conditions; and

To reward loyalty, commitment, innovation and outstanding performance.