

Position title	Graphic Designer
Reports to	Head of Marketing and Communications
Supervises	n/a
Key Internal Relationships	Marketing and Communications Team; Professional Services Team; Research Team
Hours of work	37.5 hours per week
Location	Hybrid – 3 days in Melbourne CBD office expected.
Tenure	Full-time, 12 month fixed term contract with the potential for extension
Salary	\$88,800 (\$80,000base plus \$8,800 super guarantee)
Performance review	Annual formal performance appraisal with half yearly review

POSITION PURPOSE

Responsible for the design and formatting of all AHURI research publications as well as the design of a range of other content across digital and print platforms to support the organisation's marketing and communications activities.

DUTIES AND RESPONSIBILITIES

Research report formatting, publishing and distribution

- Format all AHURI research reports for the National Housing Research Program and Professional Services using Microsoft Word and Adobe InDesign.
- Develop infographics, graphs, data visualisation to support AHURI reports, policy evidence summaries, visual reports and editorial content.
- Upload finished reports to the AHURI website and update metadata and relevant research pages.

Marketing collateral

- Conceptualise and design all marketing collateral for print and online to support marketing campaigns and regular (non-research) publications (Policy Impact Statement, Acquittal Reports, brochures etc.)
- Conceptualise and design all marketing collateral for print and online to support conferences and events including conference visual brand, website banners, print collateral such as posters, flyers, sponsorship and exhibition prospectus, onsite signage design.

Digital content creation

- Develop visual content for the AHURI website to support marketing campaigns, report publishing and editorial content – including infographics, graphs, data visualisations, heat maps, static and animated digital graphics, video content design.
- Design visual content, including templates, to support content production for AHURI social media channels (X/Twitter, Facebook, LinkedIn). This may include creating a social media styleguide and templates for content design platforms such as Canva.
- Design content for key pages of the AHURI and National Housing Conference websites as required under the direction of the Marketing and Communications Manager.
- Re-design EDM templates as required in-line with brand style guide and to improve performance. Design new banners and imagery for conference and event, and marketing EDMs as required.

Brand management

- Under the direction of the Head of Marketing and Communications, develop and regularly update the AHURI brand and style guide.
- Ensure all AHURI marketing materials, including key corporate documents, are of high quality, are compliant with the AHURI brand and style guide.
- Ensure all website visual content is of a high standard and adheres to organisational style and branding guidelines.

General

- Develop PowerPoint slides for AHURI Executives and researchers as required.
- Prepare reports, briefs and other relevant documents for Marketing and Communications Manager as required.
- Represent and promote the company professionally as required, with a clear understanding of AHURI's vision and relevant policies and strategies.
- Undertake training as required.
- Any other duties as required.

KEY COMPETENCIES

Essential

- Tertiary degree in a design related field or a combination of relevant post-secondary qualifications and experience in a design related field.
- Demonstrated experience using production software applications including Adobe Creative Cloud.
- Demonstrated ability to produce static and animated digital graphics for use within web sites, web applications and online advertising campaigns.
- Experience with and/or understanding of content management systems and web applications.
- Exemplary stakeholder relations skills, demonstrable experience in working effectively with a range of internal and external stakeholders, and as an active participant within a multifunctional team.