

Graphic Designer Role Specification Sheet

Role Title: Graphic Designer
Department: [Department Name]
Reports To: [Reporting Line]
Location: [Location or Remote]
Contract Type: [Full-time/Part-time/Contract]

Role Purpose

[Brief summary of what the role is responsible for and its objectives within the team/organization.]

Key Responsibilities

- Develop visually engaging graphics for digital and print media.
- Interpret brand guidelines to maintain brand consistency.
- Collaborate with marketing, content, and development teams.
- Prepare design files for production and publishing.
- Support creation of assets for social media platforms and web.

Skills & Qualifications

- [Degree in Graphic Design or relevant field preferred]
- Proficiency with design tools (Adobe Creative Suite, etc.)
- Strong portfolio demonstrating previous work
- Excellent attention to detail
- Effective communication and teamwork skills

Experience

- [X]+ years in graphic design or related roles
- Experience working with [specific industries, tools, or formats]

Key Relationships

- Internal stakeholders: [list relevant teams]
- External partners: [agencies, vendors, etc.]

Performance Indicators

- Quality and consistency of delivered design assets
- Timeliness in meeting project deadlines
- Stakeholder feedback and satisfaction