

## Job Description

<b>Role</b>	Design Assistant
<b>Hours</b>	9.00am – 5.30Pm / Monday – Friday (Fulltime)
<b>Reporting to</b>	Group Director of Strategy & Planning (Line Manager) Senior Design Assistant (day-to-day reporting)

### Role Objective

As part of an in-house Design Team, this role will be responsible for the design and delivery of high-quality digital and print media in response to briefs received from the business and can therefore involve working closely with employees from across the group. Media production will focus on graphic and visual design.

Briefs will come either directly from the Group Director of Strategy & Planning (35%) or other employees (remaining 65%).

### Role Responsibilities

- Creatively interpreting the brief from the project leader and developing and delivering the appropriate media in response to requirements using InDesign, Photoshop and Powerpoint. This will typically be presentations or other forms of Company documentation such as event posters, site tour booklets, maps and directions etc.
- Creating graphics in Illustrator and Photoshop and incorporating into presentations / documents as required.
- Creating print layouts and sourcing and developing logos and images.
- Using existing brand guidelines as part of the preparation process to ensure that what is created both corporately and on a site specific basis is consistent with the style/voice of U&C and its individual sites and captures the essence of our brand.
- Regularly liaising with the various project leads to ensure clarity of the brief and that requirements have been met. Obtaining feedback, actioning this and further develop ideas until a final version is signed off in line within deadlines.
- Communicating with corporate design teams throughout the company.
- Maintaining and updating the Company's online photograph library and liaising with photographers and external design teams as required.
- Transferring external or excel data in to vector graphic files that can be used throughout documents and presentations – helping streamline future production.
- Handling other internal design tasks as and when required.

### Role Requirements

- Design related qualification such as A-level or BTEC Graphic Design or equivalent.
- A passion for design and a creative flair.
- Good working knowledge of design best practices (i.e. composition, colour theory, layout, branding, typography etc.)
- Advanced Microsoft PowerPoint, Word, Excel and Outlook skills .
- Ability to take a project through from a design concept to a finished article.
- Interest and awareness of current trends and best practice in design.
- Recognised as a technical expert with Adobe Creative Cloud (namely Photoshop and InDesign).

- Proven experience in presentation/ document production.
- Strong attention to detail and an eye for accuracy.
- Ability to meet conflicting priorities whilst working under pressure. This role will oversee a number of projects at any one time so a methodical and organised approach is essential.
- Confident to liaise at all levels of the Company and externally as required.
- Must be flexible and willing to undertake longer hours as and when needed in order to meet role demands.
- Exceptionally proactive - able to anticipate and fulfill the needs of those supported.
- Ability to work autonomously and as part of a team and contribute to building a positive team spirit.

To discuss this role with the team informally or for further information please contact Harry Stewart at [harry.stewart@urbanandcivic.com](mailto:harry.stewart@urbanandcivic.com)