



Position description: Graphic Designer (part-time)

Position details

Employment classification	Part-time (three days per week)
Probationary period	6 months
Location	Sydney (hybrid working environment)
Reports to	Head of Marketing, Communications and Events
Team	Corporate Affairs

Key behaviours and values

Supply Nation's values guide the way we work with our members and suppliers, within our communities and with each other. Through integrity, accountability, collaboration, excellence and empowerment, we create a culture where ideas flourish and a difference is made. We work together to transform the Indigenous business sector.

Integrity

We care deeply about what we do and how we do it. We stand up for what we believe in.

Accountability

We take responsibility for our own actions. We honour our commitments.

Collaboration

We work together as a unified team to produce the best results for our customers.

Excellence

We are committed to consistent professionalism as a positive, flexible and responsive, innovative and efficient team.

Empowerment

We create and promote a culture where all may thrive.

Position summary

Supply Nation is the Australian leader in supplier diversity and provides a direct business to business purchasing link between corporate Australia, government agencies and Indigenous owned businesses.

The part-time Graphic Designer plays a key role in developing engaging material and ensuring Supply Nation consistently delivers exceptional marketing content.

Working within the Corporate Affairs team, the Graphic Designer is responsible for generating artwork and branded collateral to support marketing activities across a diverse range of digital platforms, publications, promotional tools and high-profile events – including our annual flagship event for the Indigenous business sector, Connect.

Reporting to the Head of Marketing, Communications and Events, the Graphic Designer is also responsible for maintaining the organisation's branding guidelines, and managing imagery, signage and print production.

The functions of the role will continue to evolve with the needs of the organisation and our stakeholders.

Key responsibilities

The key responsibilities of the role are to:

- Generate artwork, logos and branded collateral to support marketing activities across a diverse range of digital platforms, publications, promotional tools and high-profile events
- Maintain the organisations branding guidelines with appropriate use of company branding, colours and style, and assist our stakeholders to ensure they apply appropriate branding for Supply Nation
- Produce high quality designs and graphics within allocated timeframes
- Ensure graphics are visually appealing, on-brand and are to the highest visual design standards
- Review and understand design briefs to determine project requirements
- Use digital illustration, photo editing software, and layout software to create designs
- Provide creative design advice to help develop appropriate and innovative marketing and communication strategies
- Support the Corporate Affairs team with ad hoc tasks, as required

Workplace health and safety

- Maintain a clean and safe work environment while complying with all safety policies and procedures
- Escalate all workplace accidents and hazards to the CEO, and implement immediate action for identified hazards if able to do so
- Participate in workplace consultative meetings and recommend improvements to relevant workplace health and safety practices within the workplace

Key selection criteria

Specialist knowledge and attributes

- Demonstrated knowledge and understanding of Indigenous societies, cultures and issues affecting Indigenous Australians in business
- Demonstrated understanding of the Indigenous business sector, and previous experience working on Aboriginal and/or Torres Strait Islander issues / projects will be highly regarded
- Proven ability to produce artwork and marketing collateral across multiple platforms: website, social media, print, digital etc.
- Demonstrated ability to produce high quality work within strict deadlines
- High level of proficiency in the Adobe Suite, particularly Acrobat pro, InDesign, Illustrator and Photoshop
- Demonstrated experience working with Canva

- Experience with the Microsoft Suite, particularly Word and PowerPoint

Skills, knowledge and experience

- Qualifications in graphic design and a minimum three years creative design experience
- Experience producing engaging content and templates for professional documentation / material
- Strong understanding of print, layout and production requirements
- Excellent eye for detail, and demonstrated experience juggling multiple priorities within tight deadlines
- Excellent communication skills
- Proven ability to proof-read copy, ensuring accuracy and version control
- Demonstrated ability to work autonomously, while also collaborating in a team environment