

**Role Purpose:** Working on a variety of printed creative projects such as catalogue pages, adverts, mailers, flyers, local or national newspaper advertising as well as supporting the Design Manager with management of workflow through the Marketing Department. Following a creative brief to produce innovative designs in line with our company brand toolkit and supplier brand guidelines.

<b>Function / Business Unit:</b> Marketing	<b>Location:</b> Home working / Head Office return 2021
<b>Reporting Line:</b> Senior Design Manager	<b>Budget Responsibility:</b> N/A
<b>Team Management:</b> no direct reports	
<p><b>Key Accountabilities / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Supporting the design team on key projects by assisting the Designers to produce printed artwork</li> <li>- Working independently on allocated briefs</li> <li>- Supporting the team making use of the most effective use of their time, by prioritising workload efficiently and effectively</li> <li>- Working effectively with external agency/production partners and suppliers to receive design files, review and package to send out</li> <li>- Co-ordination and management of design assets for the Catalogue and CRM</li> <li>- Co-ordinating weekly/monthly workflow and communicating out to key stakeholders alongside Design Manager</li> <li>- Working to verbal and written briefs, interrogating and understanding so work can be delivered according to objectives, on time and to the standard required</li> <li>- Following Brand Toolkit or Supplier Guidelines to ensure consistency of message and required quality of work output</li> <li>- Review and collating feedback from Marketing and Buying teams, and other internal stakeholders to ensure all feedback is incorporated into final designs</li> <li>- Supporting the wider Marketing team with general marketing tasks, where required to support knowledge of the function's remit</li> </ul> <p><b>Required Skills &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>● Proven experience of designing for print and digital where required</li> <li>● Competent user of Adobe Creative Cloud Software preferable in the following applications: <ul style="list-style-type: none"> <li>○ Indesign</li> <li>○ Photoshop</li> <li>○ Illustrator</li> <li>○ Acrobat</li> <li>○ After Effects</li> </ul> </li> <li>● Microsoft Office/Google Suite</li> <li>● Has a recognised qualification in Graphic Design, HNC, Foundation, Degree or relevant work experience</li> <li>● Excellent Communication Skills - negotiation, articulate, managing internal clients and suppliers</li> <li>● High attention to detail - grammar, language, precision and specifications (Technical)</li> <li>● Following and delivering on a design brief - Toolstation Brand guideline</li> </ul>	<p><b>Behaviours:</b></p> <p><b>Teamwork and collaboration</b> - Recognises the importance of working collaboratively across the business. Knows how to get things done cross functionally</p> <p><b>Creativity and Innovation</b> - Comes up with a lot of new ideas. Finds creative ways to solve problems. Questions the conventional. Searches for new and more effective methods, making connections between previously unrelated ideas</p> <p><b>Detail Orientated</b> - Is thorough and accurate on all areas when working on a task. Performs tasks with care; is thorough. Makes few if any errors.</p> <p><b>Planning and Organising</b> - Knows how to plan and organise own time to complete tasks. Can adapt in light of unexpected situations, Sets clear and realistic objectives and goals</p> <p><b>Resilience</b> - Remains calm under pressure and is at ease when working outside your own comfort zone in adverse situations. Responds maturely to ambiguity and complexity within own area of responsibility. Proposes solutions and maintains the focus on outcomes.</p> <p><b>Conceptual Thinking</b> - Has an openness to new ways of seeing situations and a willingness to explore new ways of working and isn't scared of challenging the status quo.</p> <p><b>Communication</b> - Communicates openly and effectively, ensuring that messages are clear and concise. Adapts content and style to help others understand</p> <p><b>Relationship building</b> - Listens actively to the content of what people are saying and responds appropriately. Is aware of own natural style, values individuality and works out how best to apply it. Develops a network of contacts and builds trust.</p>