

GRAPHICS SUPERVISOR – ROLE SPECIFICATION

- To undertake all types of graphic work under the direction of senior staff.
- To prepare illustrations for all levels of client report, following supplied drawing briefs, and liaising with senior graphics staff and Specialist Services where required.
- To advise project staff of the best methods to achieve the desired project aims where appropriate.
- To maintain an orderly and accessible graphics archives following the recommended Graphics Office directory structure.
- To supervise and support junior colleagues.
- To assist in the preparation of small scale publication illustrations and a wide variety of promotional material.

Key Certificated Skills

- First Aid at Work
- Fire Awareness
- Manual Handling
- Display Screen Awareness

Other desirable skills

- Fire Marshall Training

Further Certificated skills and training

- Fire Marshall Training
- Fire Awareness
- Manual Handling
- Display Screen Awareness
- IOSH Managing Safely
- COSHH awareness

Version: 1

Revision: 0

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Updated:

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