

Graphic Designer-Phnom Penh, Cambodia

Division	BBC Media Action
Reports to (title)	Head of Production
Direct reports	
Location base	Phnom Penh, Cambodia

Organisation structure	
<p>Reporting to the Head of Production, the Graphic Designer will be responsible for developing and producing graphic design work for BBC Media Action outputs.</p>	

Additional job specific responsibilities and accountabilities

The Graphic Designer will develop and deliver creative content for BBC Media Action outputs including for TV and social media and general communication materials.

S/he will work with the production and project teams to ensure that materials are delivered on time and in accordance with BBC Media Action’s high creative standards and editorial requirements.

Context

BBC Media Action uses media and communications to help people take control of their lives and make informed decisions. We do this through our focus on health, governance and rights, resilience and humanitarian response, partnering with civil society, local media and governments to produce creative programmes in multi-media formats which inform and engage audiences and strengthen the media sector. We have been working in Cambodia since 2003 addressing a range of development issues including climate change adaptation, sexual and reproductive health, youth empowerment and economic security.

Main duties

- Design and create artwork, illustrations and animations based on a brief and using the required design software for a range of outputs (TV, social media, communication and outreach materials)
- Create innovative and appealing designs and layouts for the development of the Klahan9 brand and other BBC Media Action outputs.
- Have a thorough understanding of BBC branding and implementation.
- Provide creative inputs for content development.
- Keep across trends in the Cambodian media and design sectors.
- Work under pressure to deliver project outputs quickly, efficiently and to a high standard.
- Understand and comply with the Safeguarding policy and the staff Code of Conduct.

Essential skills and experience

- Proven record as a social media digital content creator with a highly developed visual sense and innovative ideas for digital content.
- Well-developed technical skills and experience using graphics design and animation software including:
 - 1. Adobe Illustrator

- 2. Adobe Photoshop
 - 3. Adobe InDesign
 - Ability to work quickly and creatively under pressure and deliver against set deadlines.
 - Portfolio of design work demonstrating technical and creative ability on different platforms.
 - Excellent interpersonal skills with the ability to form and maintain effective working relationships at all levels
- Desirable**
- Good verbal and written English skills
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Job title	Graphic Designer		
Job family	Technical Production	Band	C

Job purpose

The Graphic Designer will develop and deliver content, ensuring that it achieves the highest creative and editorial standards with adherence to BBC guidelines.

Working within a design brief across platforms and languages.

- Key responsibilities and accountabilities**
- To produce distinctive content on a variety of platforms.
 - To keep abreast of emerging industry trends.
 - To have a thorough knowledge of BBC editorial guidelines and other compliance policies.
 - To have an understanding of BBC branding and implementation.
 - Be accountable for the quality of your work and ensure it meets intended purposes.
 - Be accountable for the usability and accessibility of design deliveries for the broadest possible cross-section of users.

Knowledge, skills, training and experience

Essential

- Understanding of the importance of the BBC's values in accuracy and impartiality.
- A passion for and a great understanding of the area in which the role operates.
- Portfolio of design work
- An advanced Adobe Creative Suite User and/r VizRt.
- Able to talk through your design decisions with a diverse range of people.
- Relevant Degree or equivalent experience.

Job impact

Decision making

- *Reports to a Senior Designer.*
- *Takes assignments from design lead (Senior Designer or Creative Head).*
- *Keeps track of own workload and makes effective use of time.*
- *Keeps appropriate people well informed of plans and progress.*
- *With support, chooses best method of initiating, communicating and developing design idea.*

Scope

Finance:

- No budget responsibility beyond adherence to the BBC expenses policy.

Line management:

- No line management responsibility.

Other information

For Reward team use only

Job Code	
Definition:	Content

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.