

Job Description

Post: Creative Web Designer
Department: Multimedia - Learning Resources
Grade: Senior Executive Officer
Reports to: Lead Designer

1 Scope

1.1 The Creative Web Designer carries a range of key operational responsibilities within the Multimedia – Learning Resources Business Unit. All activities of the post holder will support the achievement of Team, Business Unit and Corporate objectives.

2 Key corporate responsibilities

2.1 To contribute fully, at the appropriate level, to the operations of the relevant Business Unit in order to achieve the objectives of CCEA's Corporate and Operational Plans.

2.2 To contribute fully, at the appropriate level, within the relevant Business Unit to CCEA's:

- (i) accountability and performance management framework;
- (ii) risk management framework;
- (iii) quality management framework; and
- (iv) communications management framework.

The post holder will ensure the compliance of self and, where appropriate, others with these frameworks such that they support the achievement of CCEA's Corporate and Operational objectives.

2.3 To assist the relevant line management, Business Unit Manager, Director and Executive Team in supporting the functions and responsibilities of CCEA and all of its committees.

2.4 To ensure that CCEA secures value for money from the resources available to it.

2.5 To ensure, as appropriate to the level of the post, that CCEA operates an effective and transparent system of decision-making which includes a robust challenge function at all levels.

2.6 To contribute fully, as consistent with the scope of this role, to the full range of the Business Unit's work in relation to business improvement models including ISO, liP and Customer Excellence, taking ownership, where applicable, for formal

documentation, policies, practices, procedures, records, reports and statistical information. The post holder will be required to identify measures and targets to develop meaningful approaches to benchmarking consistent with a culture of continuous improvement

- 2.7 To be responsible for maintaining CCEA records in accordance with the ISO Overview Procedure and to become familiar with records management practices and the implication of the Freedom of Information (FoI) and Data Protection (DP) Acts.
- 2.8 To contribute to the effective discharge of the Section 75 duties in line with CCEA's Equality Scheme.
- 2.9 To carry out any other duties, as appropriate to the level of the post, to support the achievement of CCEA's objectives as directed by line management, Business Unit Managers and Executive Team.

3 Key accountabilities

The post holder will:

- 3.1 provide leadership and creativity in multimedia design and techniques that ensure CCEA Multimedia delivers quality products that can compete within the market place;
- 3.2 ensure timely and cost effective solutions are delivered using the resources available;
- 3.3 develop and present creative design proposals to Multimedia managers and represent CCEA Multimedia both internally and externally when presenting ideas to clients;
- 3.4 develop the multimedia team by providing guidance, training, and coordination of work;
- 3.5 keep abreast of creative design trends and multimedia technologies that CCEA can employ usefully to the advantage of our stakeholders;
- 3.6 take full ownership of specified elements of CCEA's Multimedia project activity, as directed by the project managers and ensure that the objectives and timescales of the approved project plans are met;
- 3.7 ensure the personal and professional development of staff, to guarantee their skills sets meet current creative and technological market demands;
- 3.8 identify and recognise barriers to project progress and completion of milestones and deliverables, ensuring remedial action is implemented, with reference to the relevant internal and/or external stakeholders.

4 Key people management responsibilities

The post is not a line management role. The Web Designer will coordinate work as assigned by the Lead Designer.

The post holder will:

- 4.1 provide sound, effective leadership and creative direction to staff in the project teams;
- 4.2 communicate progress to the project manager;
- 4.3 have due regard at all times for the personal health and safety of oneself and others within the relevant section, team, Business Unit and the organisation in general.

5 Key financial management responsibilities

- 5.1 The post holder will hold no operational responsibility for budgets.