



<b>LINCOLNSHIRE POLICE CRIME COMMISSIONER &amp; CHIEF CONSTABLE SHARED CORPORATE COMMUNICATIONS SERVICE JOB DESCRIPTION</b>	
<b>JOB TITLE:</b> Graphic Design and Publication Officer	<b>POST NO:</b>
<b>GRADE:</b>	SG2
<b>DEPARTMENT:</b>	Corporate Communications
<b>ACCOUNTABLE TO:</b>	Head of Engagement and Campaigns
<b>STAFF SUPERVISED:</b>	One
<b>LOCATION/WORK BASE:</b>	Headquarters, Nettleham

**JOB PURPOSE AND SCOPE:**

The Commissioner and Chief Constable require a professional communications function to enable them both to undertake their respective roles, discharge their statutory duties and to support their organisations. The primary function of the shared service is to manage, maintain and enhance the reputation of the Police and Crime Commissioner, Chief Constable and Lincolnshire Police. It does this through contributing to the effective delivery of the Commissioner’s Police and Crime Plan, the Operational Policing Delivery Plan and supporting the Chief Constable’s Independent operational policing activities. The service’s activities contribute towards:

- Increased levels of trust and confidence in policing and the role of the Commissioner
- strengthened relations between the public and partners, and the Police and Commissioner
- reduced levels of crime
- the sourcing of intelligence that enables future policy development and service design

The Graphic Design and Publication Officer is responsible for the operation and development of the Design and Publication Section to provide a high quality specialist graphics, design and publication service for the Lincolnshire Police and Crime Commissioner and the Chief Constable to promote internal and external marketing. To contribute to the agreed shared service provision for corporate communications for the Chief Constable and the Police and Crime Commissioner.

**CORE WORK AREAS**

1. To prepare/design artwork for all forms of communication in line with corporate identity guidelines using Indesign, QuarkXpress, Photoshop, Illustrator and Microsoft software packages.

2. To provide design and publication advice, expertise and where necessary tuition for staff in other sections of the Force on the use and suitability of computer design techniques and software applications.
2. To uphold the corporate identity of the Lincolnshire Police and Crime Commissioner and the Chief Constable in all projects undertaken and be a key figure in the use and control of corporate identity throughout the organisation.
3. Contribute to the updating and amending of the CMS system used on the websites of the Police and Crime Commissioner and the Force Web Site and the Force Intranet Site.
4. Ensure effective operational use of equipment within the section and advise on progress and improvement in the graphic design arena.
5. To develop and maintain effective and professional working relationships with printing organisations to ensure work is completed in-house to their requirements and specifications, taking into account colour management, scanning, image editing, photo retouching, colour correction, page layout, digital printing, ripping and colour separation. Ensure that all photographs are present and readily identifiable within the document, attend the printers as necessary to proof the document and ensure quality is maintained.
6. Manage the Design and Publication Operator. Ensure they are adequately trained and equipped to carryout their day-to-day tasks.
7. Allocate the work tasks within the Section.
8. Act as Office Manager to ensure all appropriate paperwork (flexi forms, sickness and annual leave requests) is completed and accurate to enable the Head of Corporate Communications to run the department on a day-to-day basis.
9. Assist the Head of Corporate Communications in ensuring that all necessary course materials are in place for the media-related training courses and events both inside and outside the organisation as required.
10. Administer the budget for the Corporate Communications Department.
11. Undertake meetings on behalf of the Department to discuss visual communication mediums
12. To manage the work of the Design & Publication Officer

#### **OTHER DUTIES:**

The post holder will be required to undertake such other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will only be required with the further consent of the post holder.

#### **EQUALITY AND DIVERSITY:**

The post holder is required to carry out their duties in a way which supports the Force Diversity Strategy, promote equality of opportunity to the people of Lincolnshire and treat all individuals fairly, with dignity and respect.

#### **HEALTH AND SAFETY:**

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions.

**Job description written by: Tony Diggins**

**Date:** March 2014