



LINCOLNSHIRE POLICE CRIME COMMISSIONER & CHIEF CONSTABLE SHARED CORPORATE COMMUNICATIONS SERVICE JOB DESCRIPTION JOB TITLE: Design and Publication Operator POST NO:	
GRADE:	Grade G
DEPARTMENT:	Corporate Communications
ACCOUNTABLE TO:	Design and Publication Officer
STAFF SUPERVISED:	None
LOCATION/WORK BASE:	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 Design & Publications Officer role is to work as a member of a team 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 communication and marketing.

The post holder needs a proven track record in design and an ability to work on eye-catching and innovative creative solutions from concept to completion and able to work methodically under own initiative. An expert working knowledge of industry packages is essential, with emphasis on Indesign, Photoshop and Illustrator.

Duties for this role include ensuring that electronic print-ready documents are accurately and efficiently produced. This includes amending files in response to editorial and design corrections and using flair and imagination to suggest new design ideas.

It is essential for the post holder to have a thorough understanding of print processes to include colour management, scanning, image editing and digital printing.

The candidate will also be expected to contribute to the updating of the Force Web Site and Intranet Site.

Promote equality of opportunity to the people of Lincolnshire and treat all individuals fairly with dignity and respect in accordance with the Staff Charter, serving with PRIDE.

CORE WORK AREAS

1. To prepare/design artwork for all forms of communication in line with corporate identity guidelines using InDesign, Photoshop, Illustrator and Microsoft software packages.
2. To provide expertise and a creative input from the inception stage of design work through to its final production, where necessary co-ordinating work produced by other sections and undertaking liaison with customers of all supervisory levels to ensure initial concepts and ideas are explored and developed to the full, taking into consideration best practice regarding the corporate brand, design and layout.
3. Produce interactive documents to include animation, slide-shows, videos, hyperlinks, bookmarks and table of contents which can ultimately be read/accessed from multiple media devices.
4. Contribute to the updating and amending of the CMS system used on the Force Web Site and the Force Intranet Site.
5. Create templates for use within this and other Force departments to facilitate production of business cards, certificates, operational orders, labels, menus, etc.
6. Creating and amending the layout of Force forms to a standard suitable for printing and completion by other departments. Automate the form when required to ensure ease of electronic completion by users.
7. Make changes and ensure correct formatting to all documents accurately and efficiently.
8. Ensure that a professional and speedy service is maintained and that corporate identity standards are adhered to.
9. Production and manipulation of Adobe PDF files including hyperlinks.
10. Use of the scanner to incorporate text and graphics into other documents.

OTHER DUTIES:

1. An excellent command of the English language is paramount in the role to ensure that any media related material is accurate prior to publication
2. Provide help and assistance to other members of the Force on the use of the software packages described above.

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: Design and Publication Manager (amended by Tony Diggins)

Date: April 2014