

Job Description

Job title	Senior Studio Co-ordinator
Reports to	Head of Communications
Location	Cardiff
Payband	3

Job description

Job purpose

Accountable to the Head of Communications in overseeing and managing an integrated publishing and design service – coordinating individuals, workflow and service delivery within the function.

Main duties

- To be responsible for selecting, managing and maintaining effective working relationships with third party suppliers such as external translators, designers and print providers under the Audit Wales framework
- To commission work and monitor progress, advising colleagues when issues should be escalated
- Display comprehensive knowledge on how design decisions impact accessibility, internally and externally, and promote good practice around effective data storytelling.
- Work flexibly as part of a multi-disciplinary team which encourages a culture of innovation and establish and develop best practice within the design and publishing teams.
- Constructively review and monitor systems to deliver efficiencies and enhance the value for money and impact of publishing and design.
- To make decisions on brand development, support new brand activities and ensure the brand values and culture are reflected accurately
- To gather insight and feedback into the audience perception of the Audit Wales brand and use this to support the continuous improvement and development
- Oversee the creative direction and development of graphic concepts across a range of media including web, social, intranet, data tools, infographics and multimedia and to ensure compliance with relevant guidelines
- Lead the team of designers and publishers, allocate work and be their point of contact when issues need escalating.
- Point of contact for liaising with external suppliers, such as printers and on occasion photographers and/or provide photography for internal and external purposes when requested.
- Provide continual feedback to team during the studio process and review feedback from publishers and designers.
- Liaise with relevant colleagues within and outside of the communications team for direction, feedback and approval.
- Coordinate content, timelines, projects, action plans and translations for studio work.
- Responsible for keeping the studio organised and for establishing new routines for how to organise and archive on-going and past projects.

Key Results Areas

Job description

- Work with individuals and teams across the business to provide creative design direction on projects and campaigns.
- Partner and meet regularly with the Communications Manager Officer to ensure projects are delivered and communicated on time and to a high standard.
- Produce Auditor General and Audit Wales products, both online and offline, on time and to the highest quality, in accordance with brand guidelines and house style.
- Be responsible for leading on the development of publishing templates, training authors on how to use them, and improving the efficiency and effectiveness of the Audit Wales approach to report publishing.
- Format and proofread Audit Wales publications to ensure that they are delivered to a high standard and provide direction, advice and guidance to other publishers and designers.
- To act as a role model for the values and behaviours of Audit Wales.

General

Our values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

Confidentiality and Information Security

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018 UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous

General
situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
Security Checks
All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level.
General Dignity at Work
The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.
Welsh Language
We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim. All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Requirement	Essential/ Desirable
1. Qualifications	
1.1 Graphic Design degree or equivalent experience.	Essential
2. Skills and abilities	
2.1 Working with InDesign, Adobe Photoshop, After Effects and Illustrator software packages.	Essential
2.2 Using HTML and CSS and having an understanding of content management systems	Desirable
2.3 Excellent working knowledge of Microsoft Office packages, in particular word processing and formatting functions and setting up Word templates.	Essential
2.4 Excellent writing skills, including the use of plain English, for supporting the proof reading and publishing of reports for both internal and external stakeholders.	Essential
2.5 Able to determine and communicate key messages and information with conviction to meet the demands of internal and external audiences.	Essential
2.6 Able to resolve problems directly in an appropriate manner with report authors/Directors.	Essential
2.7 Able to develop and maintain positive and professional working relationships with both Audit Wales staff and external contacts.	Essential

2.8 Able to storyboard or translate ideas to designers and others, influencing external and internal stakeholders.	Essential
3. Experience	
3.1 Experience of working in a bilingual communications and publishing environment.	Essential
3.2 Experience of being able to monitor, plan and control a publication budget to ensure the budget is used in an economic, efficient and effective way.	Essential
3.3 Capable of generating credible insightful and high quality design/publication service.	Essential
3.4 Experience of leading a small team, clearly guiding team members with day to day work projects and coordinating and prioritising the work of others.	Essential
4. Personal attributes	
4.1 Work productively with colleagues across the Audit Wales to ensure that external publications are correct, consistent and timely.	Essential
4.2 Juggle effectively competing demands on one's time and that of the design and publishing teams to ensure delivery to time and quality. Support and help out with any design or publishing work where needed.	Essential
4.3 A good communicator with an excellent command of English verbally and in writing as well as excellent interpersonal skills to promote team and cross-team working.	Essential
4.4 Sufficient pace of work to ensure that tasks are completed to agreed budget, timetable and quality standards.	Essential
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4.6 Excellent team working, but self-motivated when working independently. Works with minimal supervision and is responsible for prioritising own workload within a structured operational reporting plan, working with the Communications Manager and Good Practice Manager on projects and escalating issues to Head of Communications when appropriate.	Essential
4.7 Ability to think laterally and generate ideas for the positive promotion of Audit Wales.	Essential
4.8 Capable of providing support in the running and development of a large corporate service function with a degree of autonomy and minimal supervision.	Essential
5. General	
5.1 Self-aware and a role model for Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and, if necessary, outside of normal office hours.	Essential
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety.	Essential
5.5 Able to operate within Audit Wales House Style and guidance documents to ensure consistency in delivery of publications, referring to Head of Communications where appropriate.	Essential

Welsh Language Skills		
Skills area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Attend Welsh medium meetings and discussions and confidently contribute in Welsh
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.