

**NOTTINGHAMSHIRE FIRE & RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Design Apprenticeship
<b>Conditions of service:</b>	NJC for Local Government Services
<b>Working to:</b>	Senior Communications Manager
<b>Responsible to:</b>	Senior Communications Manager
<b>Working in:</b>	The Corporate Communications team, comprising Communications, Media Services, Intranet/Internet development and administrative support.

**General Description of Post**

To assist in providing a graphic design service for the organisation including producing templates for reports and promoting materials, such as leaflets, posters and newsletters / magazines. To use creativity skills to produce eye-catching and engaging materials.

**Specific duties**

**Initially**

- 1 To provide administrative and office support for the Corporate Communications team.
- 2 To provide print management support including collating, binding and mounting of print jobs.
- 3 To lead on the graphic design of documents and materials and ensure all are visually engaging and consistent with brand guidelines.

**Training will be provided to enable the employee to work towards the following:**

- 1 To provide a design, production and print service in a variety of different electronic and printed formats. Encompassing the full project lifecycle from conception, through presentation of design ideas, to project delivery.
- 2 To liaise with and commission external suppliers (eg print, photography) where appropriate, making sure competitive quotations are provided and invoices are checked so that value-for-money can be achieved.
- 3 To liaise with external suppliers, providers and media agencies on behalf of colleagues and the organisation to ensure a smooth, timely, cost-effective and appropriate delivery of services and products.
- 4 To promote, advise and manage the implementation of the NFRS corporate brand, advising and support colleagues to ensure the brand is used accurately, appropriately and consistently.

- 5 To advise, monitor and approve the use of the NFRS corporate brand within publications and documents for external organisations and/or partner agencies.
- 6 To ensure that accessibility issues in relation to electronic and printed media are considered and implemented where necessary.
- 7 To undertake any other duties which may reasonably be regarded as within the nature of the responsibilities and grade of the post.

### **Specific Health & Safety Responsibilities**

In consultation with the Service's health and Safety advisor the post holder is responsible for raising any issues relating to their workspace area that may contribute detrimentally to their own Health and Safety.

### **General Responsibilities (all employees)**

#### **(a) Health and Safety**

To take reasonable care for your own health and safety and work and that of other persons who may be affected by your work activities.

To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

To familiarise yourself with the contents of the Service's Written Safety Policy, as well as any technical information provided to assist you to operate appliances or equipment or to handle hazardous substances.

#### **(b) Use of equipment and other appliances**

To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the job holder's duties

#### **(c) Equalities**

To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.

To promote and deliver fair and quality services that are sensitive and responsive to all service users.

#### **(d) Code of Conduct**

To adhere to the standards of the Code of Conduct established by the Service.

**(e) Personal Development**

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

**(f) Information Technology**

To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.

To undertake any training and operation of new technologies and associated systems as required.