



## **GRAPHICS DESIGNER**

*Reporting to Graphics Manager*

### **RESPONSIBILITIES**

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- Work with the Project Managers to complete tasks required to complete the training course, VBVG and other deliverables
- Strive to complete project deliverables in time and with a high level of quality
- Actively participate in project teams and at project meetings and On Screen Reviews
- Review your own work and the work of other GDs on the product to ensure consistency and to reduce bugs
- Work with the CS and other GDs on the storyboarding
- Adhere to the correct procedure when building and deploying lessons and topic to the test environment
- Complete all required checklists
- Ensure that CVS contains all the required files and ensure that your computer is updated on a regular basis
- Ensure that the new graphics are optimised and suitable for inclusion in the course ware, also ensure that the graphics are committed to CVS in the For-Approval library
- Follow all approved SOPs for Graphic Designers
- Ensure that all training modules are consistent with the present style
- Identify areas of your work, the aesthetic or the process that could be improved
- Update the For-Approval library with the new graphics that you have produced and notify the Design Manager

