Schedule B - Role Description

Role Title	Graphic Designer
Group	Te Aho Tūhono – Engagement
Project Team	Marketing
Responsible to	Senior Graphic Designer
Liaison with	Internal staff
	External organisations where appropriate and directed, including hapū, iwi and Māori organisations.
	External suppliers and contractors.
	Users of CORE Education (CORE) services.
Purpose of the Job	Provide graphic design services, with particular emphasis on Te Aho Māori projects, across a range of CORE's projects, products and services.

Company profile

See www.core-ed.org for current information.

Personal disposition and values which align with CORE's values

- Future oriented and committed to CORE's mission to push the boundaries of educational possibility
- Collaborative, connected, and whānau focused
- Principled and ethical with a high level of integrity
- Is a self starter, adaptive and can follow process and instruction
- Models principles and practice of Tātai Aho Rau and CORE's values – manaakitanga, whanaungatanga, wairuatanga and kaitiakitanga.
- Underpins all practice with culturally responsible behaviours and attitudes including a commitment to Te Tiriti o Waitangi through CORE's Te Aho Tapu framework.
- Life-long learner, with a commitment to ongoing professional and personal development including in mātauranga Māori.

Personal profile, experience and skills required

- Knowledge of te reo Māori and tikanga Māori is a requirement.
- Ability to work in a culturally responsive manner.
- Degree or diploma in graphic design.
- Minimum 3 years work experience.
- A strong portfolio which demonstrates Māori design and illustration skills, particularly illustrations of people.
- Understanding of and experience with Pacific design is also desirable.
- Proven experience with Adobe InDesign, Illustrator and Photoshop software is essential.
- Experience working in the Google Drive suite (Docs, Slides) and Microsoft suite (Word and Powerpoint) and web design is desirable.

- Experience with other Adobe Creative Cloud software such as After Effects for animation, Premiere Pro for video is desirable.
- Exceptional creative flair and design with a high degree of accuracy, agility and attention to detail.
- Ability to follow processes and meet deadlines for multiple projects in a fast-paced environment.
- Can work independently and as a team.

Key responsibilities
- Create a wide range of concepts, artwork and designs for printed and electronic media, such as promotional marketing material, document design, animation, and illustration.
- Present finalised concepts and final artwork to project leaders or managers, via the Senior Graphic Designer.
- Ensure all designs meet the CORE brand guidelines and copyright laws, and ensure brand guidelines are maintained.
- Understand and model a tuakana-teina approach for receiving design guidance and supporting colleagues to understand design from a te ao Maori perspective.

Generic tasks
- Take part in the wider life of CORE as an organisation including conferences and events as needed.
- Participate in personal professional development offered by CORE as required.
- Contribute to the process of proposal writing, when required and relevant to your role.
- Maintain accurate, complete and timely work records using COREs agreed tools and processes.
- Comply with CORE's frameworks and policies and procedures.

Role description approved and signed-off by role holder

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Signature   Date