

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Senior Graphic Designer	Division: Corporate, Heritage and Climate Action
Classification Level: ASO5	Branch/Unit: Strategic Communications and Engagement
CHRIS Position Number: P06893	Reports to (Title): Manager, Design Unit

About the Agency – [Department for Environment and Water](#)

About the Role

The Senior Graphic Designer works within the Design Unit to deliver professional graphic design services across the Department for Environment and Water and other South Australian Government organisations. The role develops creative and practical design solutions across a range of print, digital and multimedia formats, while maintaining the integrity and consistency of visual identities within the DEW brand architecture and other relevant client identity frameworks.

The role manages multiple design projects, priorities, timelines and budgets, and provides specialist design advice and production expertise to ensure communication materials meet client requirements and support relevant communication, engagement and marketing objectives.

Key Role Outcomes

- Stakeholders perceive the DEW corporate, Landscapes SA and NPWSSA visual brands as consistent through the effective application of visual brands guidelines.
- Creative, impactful and consistent design to ensure that all visual identities are well regarded by stakeholders and Iconic Tourism sites attract visitors and maintain a positive image.
- Projects and designs are delivered on time, within budget and to a high standard.
- Stakeholders are consulted to identify and negotiate required outcomes, expectations, and scope out resourcing requirements.
- An average billable hours quota of 75% of total hours is achieved.
- Contributes to projects through planning and coordinating activities that contribute to the establishment and implementation of project plans and requirements.
- Key relationships and appropriate networks to facilitate the implementation of projects with relevant stakeholders are developed and maintained.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 2 pages) in addition to CV and portfolio of recent design work unless advertisement advises otherwise]

- Demonstrated high-level expertise in graphic design and visual communication, including a sound and current understanding of corporate identity, advertising, typography, layout and production principles.
- Demonstrated high-level proficiency using industry-standard graphic design software, particularly Adobe Creative Cloud applications including InDesign, Illustrator and Photoshop.
- Demonstrated experience designing and producing professional visual communication materials across print, digital, environmental and multimedia formats.
- Demonstrated knowledge of print and digital production processes, including preparing technically accurate artwork for commercial production and working effectively with external production suppliers.
- Demonstrated experience interpreting client requirements and communication objectives and translating them into creative, practical and effective design solutions that comply with relevant visual identity guidelines.
- Demonstrated ability to manage multiple design projects concurrently, including scoping work, negotiating priorities, managing timelines and budgets, and delivering work to the required standard.
- Demonstrated ability to build effective working relationships with clients, colleagues and suppliers, provide specialist design advice and communicate technical information clearly to non-design audiences.
- Demonstrated ability to analyse and contextualise information, exercise sound professional judgement, share specialist knowledge and contribute effectively within a collaborative design team.

Desirable Criteria

- Tertiary qualifications in Visual Communication, Graphic Design or a related discipline.

Key Relationships/Interactions

- Manager, Design Unit.
- Design Unit colleagues and other staff within the Strategic Communications and Engagement Branch.
- DEW staff and other South Australian Government clients who commission design services.
- Communications, engagement and marketing professionals across DEW and other government agencies.
- External suppliers and specialist contractors including printers, sign manufacturers, photographers, videographers, illustrators and other creative service providers.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.
- A current class “C” driver’s licence and willingness and ability to safely operate department and Fleet Vehicles is desirable.
- Inter and intrastate and remote area travel is required, including travel in light aircraft.

- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- This role has been identified as a Position of Trust. You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before DEW will cover the cost of renewal.
- May be required to participate in an oncall roster

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Motivating others • Thinking and acting strategically	• Considers each person as an individual when deciding how to work with them rather than being prescriptive in their approach. • Uses own drive to foster energy and a sense of achievement. • Raises potential options for consideration arising from research analysis. • Can identify and articulate potential issues and implications.
Achieves Results	• Delivering effective outcomes • Assuming accountability	• Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Works with key stakeholders to problem solve over coming challenges and facilitate the achievement of outcomes. • Willingly accepts responsibility for own work. • Establishes own credibility by demonstrating personal competence and technical expertise. • Shows initiative in moving projects forward and dealing with potential problems.
Drives Business Excellence	• Promoting customer service	• Gathers feedback from customers to assist in continually improving service delivery. • Acknowledges and responds positively to constructive feedback gained from customers. • Takes considerable effort to understand and respond to the requirements of diverse customers.
Forges Relationships and Engages Others	• Establishing and maintaining networks • Communicating and managing conflict	• Works well with others and is effective in collaborating with colleagues across the Agency. • Presents information clearly in writing and verbally, in a way that is well suited to staff at all levels. • Presents technical information so it can be clearly understood by the audience and does not use jargon.

Exemplifies Personal Drive and Professionalism	• Displaying flexibility and resilience • Integrating Diversity in the Workplace	• Is flexible in handling changing priorities. • Adapts to new situations while maintaining achievement of outcomes. • Seeks to understand the impact of culture on interactions with others and in business transactions and communication.
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Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

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