

POSITION TITLE	Graphic Designer (Multiple positions)
CLASSIFICATION	VPS4
SALARY RANGE	AUD\$84,019 – \$95,329 plus 9.5% superannuation
LOCATION	222 Exhibition Street, Melbourne, 3000 Melbourne (may be required to travel regionally/spend time in regional offices)
EMPLOYMENT TYPE	Up to 3 years - Fixed Term, Full Time
FUTHER INFORMATION	Julia Grbac – Senior HR Advisor on (03) 9027 5796

About Rail Projects Victoria, Major Transport Infrastructure Authority

Major Transport Infrastructure Authority (MTIA) comprises of Level Crossing Removal Project (LXRP), Rail Projects Victoria (RPV, MTIA), North East Link Project (NELP), West Gate Tunnel Project (WGTP) and Major Road Projects Victoria (MRPV).

Rail Projects Victoria, Major Transport Infrastructure Authority (RPV, MTIA) is the Victorian Government body responsible for the development and delivery of the Metro Tunnel Project, Regional Rail Revival, future Melbourne Airport Rail Link and a portfolio of other rail projects. RPV, MTIA is responsible for all aspects of the projects including planning and development of the project reference design, site investigations, stakeholder engagement, planning approvals and procurement, through to construction delivery and project commissioning.

Why work with us

Employees at RPV, MTIA have access to a wide variety of opportunities, with an extensive range of career and capability development programs designed to develop our team. We want you to grow, develop and learn with us. We want your work to provide you with a strong sense of purpose and achievement.

RPV, MTIA has one of the most progressive wellbeing programs in the industry. We recognise that our people are critical to our ability to deliver projects and achieve key milestones and we understand that a holistic approach is required in engaging, satisfying and retaining our people.

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance.

RPV, MTIA has assembled a skilled team of highly experienced professionals from across the public and private sectors to ensure the objectives of its projects are achieved for the Victorian community.

About the role

The Graphic Designer role will report to the Graphic Design and Brand Manager to assist in the creation of corporate branded collateral for projects delivered by Rail Projects Victoria.

About you

You will be a highly focused and driven person who is passionate about contributing to the delivery of public infrastructure, working within a high-performing project team to drive exceptional outcomes. You will enjoy a fast paced, performance focused workplace where you will have the opportunity to work autonomously and develop your career.

If you are looking to step up in your career, this might be just the right opportunity for you!

Key Accountabilities

1. Develop innovative and creative graphic design solutions and services for electronic and printed communication items within agreed timelines and in adherence to the RPV corporate and project style guides, standards and designs.
2. Ensure compliance with whole of Victorian Government branding and style requirements.
3. Liaise with other graphic designers and external suppliers to deliver best fit design solutions for RPV.
4. Closely proof and quality check all publications prior to production.
5. Undertake other communications or administrative tasks across the RPV Communications and Stakeholder Relations team as required.

Key Selection Criteria

1. Hands-on experience with the document design and production process; from creative concept to finished artwork to delivered product and distribution strategies.
2. Well-developed project management skills with demonstrated ability to facilitate decision making and negotiate agreements in a complex and high-pressure environment.
3. A good working knowledge of recent print production processes and technologies and experience in the design and print of corporate and creative collateral.
4. High level communication and writing skills, with a demonstrated ability to present and negotiate, influence outcomes and prepare and produce a range of written materials, including briefs, reports, including geographical and stylised maps.
5. Strong experience in digital document production including editable and interactive PDFs, word accessibility.
6. Proficiency in Graphic Design and imaging software packages including InDesign, Photoshop, Illustrator and Acrobat including the preparation of electronic artwork for commercial print (working knowledge of both Macintosh and PC platforms).
7. Strong skills in the use of the Microsoft Office suite of programs.
8. Ability to work co-operatively and creatively as part of a team, take direction, and self-manage.
9. Strong relationship building, interpersonal and communication skills including the capacity to work effectively with a broad range of people.
10. A keen eye for detail.
11. Ability to work confidently under pressure and to changing deadlines.

Job Specifications

1. Experience in the creative services graphic design industry.
2. Tertiary qualification or equivalent in Graphic Design and/or work experience in graphic design, advertising or communications within a studio and/or government environment.

Other relevant information

How to apply

Applications must be submitted online by visiting www.careers.vic.gov.au. Applications after the closing date will not be accepted.

Immigration and Employment Eligibility

Candidates seeking to gain working rights sponsorship are encouraged to contact rpv-hr@railprojects.vic.gov.au

Applicants will be subject to a probation period of three months. This position is subject to a Police Records Check and Qualification Check.

Equal Opportunity Employer

RPV, MTIA is an equal opportunity employer and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for all positions. Reasonable adjustments for a successful candidate with disabilities will be offered, on request.

Agreement/Award Coverage

Employment with RPV, MTIA is subject to the terms and conditions outlined in the Victorian Public Service Enterprise Agreement 2016 or for Executive Officer classified positions, the Victorian Public Service Executive Employment Handbook.

Professional Obligations

Successful candidates will be inducted to their crucial role as a public servant in the workplace and are instructed to complete the mandatory Professional Obligations training. The training provides clarity to employees on: professional obligations and responsibilities; appropriate management of information and use of resources (including Information Security, File and Record Management, Information Privacy, Freedom of Information); conflict of interest obligations; receiving and providing gifts, benefits and hospitality; and prevention of fraud and corruption.

Terms and Conditions

Employees must comply with the Code of Conduct for Victorian Public Sector Employees.

Privacy Notification

RPV, MTIA affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Health and Wellbeing

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance.

RPV, MTIA takes a holistic approach to wellbeing and offers a comprehensive program that addresses five key pillars of wellbeing: healthy minds, healthy bodies, healthy workplace and cultures and healthy community connections.

What we offer you

RPV, MTIA has access to a wide variety of opportunities, with an extensive range of personal and professional development programs designed to develop our people and their careers. Working closely with industry, business and the community enables you to make a difference to the economic prospects of all Victorians.

Relocation assistance

Successful candidates may be supported to relocate to Melbourne including air travel, transport of household items and four weeks accommodation.

Diversity @ RPV, MTIA

At RPV, MTIA 'diversity' includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Authority. RPV, MTIA's broad diversity program enables it to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer change.

Learning and Development

We want you to grow, develop and learn with us. RPV, MTIA provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. RPV, MTIA also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plans aim to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options including working from home, flexible working hours and generous leave provisions including the 44/52 model of employment and paid parental leave.