Graphic Designer (Analyst Business Partner)

NES Technology Service Directorate - Delivery

NHS Education for Scotland (NES)

2022

Location:	Flexible Location
Grade:	Agenda for Change Band 6
Salary:	£33,072 - £40,736 per annum
Job Status:	Full Time, 37.5 hours per week. Fixed term/secondment opportunity up to 31st March 2023

NHS Education for Scotland is committed to creating a diverse and inclusive environment for all employees and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave.

Candidate Brief

About the Directorate

The function of NES Technology Service is to develop and lead a programme of work and services that supports both the corporate functions that allow NES to work and deliver its strategic objective and to deliver against Scotland's Digital Health and Care Strategy.

NES Technology Service (NTS) has been formed with the specific objective of consolidating NES' information-based expertise into a professional, focused centre for information and technical excellence.

It has created a strategic programme for the transformation of digital based services to allow NES to become a leading digital organisation in Scottish Health, digital by default and fully aligned with the Scottish Government's technology strategies.

These responsibilities relate to the core functions of NES in the following areas:

- Design, development, and operation of a technical environment and commensurate digital services to all NHS Scotland, Scottish Government and Care Sector stakeholders
- Support and development of fit for purpose technology systems and services to allow delivery of national strategic outcomes
- Communication, support, and leadership in all digital and technology disciplines
- Impact assessment of new technology services and systems.
- Research and development as appropriate

About the Role

To help deliver Scotland's Digital Health and Care Strategy the Design Service supports NES Directorates in the creation and delivery of learning resources to meet target audience requirements. It also provides an advisory and developmental role in the delivery of appropriate formats including SCORM Modules and web-based resources.

Digital Communications is a growing discipline within public service transformation and the role of the Design Service is to manage the NES Brand, ensuring that all outcomes meet corporate guidelines with a high level of engagement.

This Graphic Designer (Analyst Business Partner) post will be responsible for developing the visual aspect of a variety of resources to ensure they are engaging, accessible, meet the needs of the end-user and are appropriate to the subject matter.

The role will also offer support and advice across all NES Directorates to ensure that Brand Guidelines and quality standards are implemented across the organisation.

Key tasks will include but will not be limited to:

- Creation, development and delivery of high quality resources for digital and print
- Designing resources including high-profile corporate materials
- Adhering to and promoting the NES Brand Standards and ensure all resources meet accessibility requirements
- Creating design proposals and visuals from client briefs

Applying for the role

Complete the Assessment section of the online application form by referring to the Person Specification and NES Leadership Behaviours below.

- Complete Question 1 ('Why do you think you are suitable for this role?') by explaining how you meet the criteria in the Person Specification.
- Complete Question 2 ('Why do you want to work for the NHS?') by showing how your own values are aligned with each of the five NES Leadership Behaviours.

Person Specification

Essential Criteria

These attributes are required for the role. Applicants who do not demonstrate the essential requirements in their application will normally not be considered.

Desirable Criteria

These attributes would be useful for the role. When shortlisting candidates, these criteria will be considered when more than one applicant meets the essential criteria.

Factor	Essential	Desirable
Education and professional qualifications		• Bachelors/Ordinary Degree/Graduate Diploma level qualification with in-depth experience or • SCQF Level 9 equivalence obtained via Professional Development Awards; Graduate Apprenticeships; and SVQs

Factor	Essential	Desirable
Experience	• Significant experience in the design, delivery and on-going support of digital and printed resources, including eLearning modules and web-based materials • Significant experience of research and evaluation methods relating to client briefs • Extensive experience working in a graphic designer role • Experience of working within Corporate Brand Guidelines • Confident in liaising with clients to write briefs and manage and deliver resources • Experience of communicating and influencing across teams and of giving presentations at local levels • Ability to work with minimal supervision and to meet deadlines • Flexible approach to learning and problem solving • Commitment to personal and professional development	• Extensive knowledge of current accessibility standards • Experienced in Agile Methodologies • Experienced in modern technology delivery methodologies • Experience of working within a complex and dynamically changing team • Experience of working within health and social care technology context
Specific skills, knowledge, and training	• High level of graphic design skills, including image creation and manipulation, page layout, knowledge of colour theory, visual hierarchy and use of typography • Advanced knowledge of the Adobe Creative Cloud Applications including InDesign, Illustrator and Photoshop • Knowledge of print procurement processes • Ability to summarise complex issues in concise and easily understood fashion • Working knowledge of Microsoft 365 • High level customer service skills, with a helpful, flexible attitude • Supervisory role including coaching and/or mentoring of team members	• Fast and Accurate keyboard skills • Working knowledge in coding HTML, CSS and Javascript • Accurate eye for detail • Understanding of the application of GDPR to the storage and use of participant information and data privacy

NES Leadership Behaviours

The five NES Leadership Behaviours describe how we work at NES, and how we want colleagues to behave, whatever their role:

Inspiring

- Passionate about our purpose and about excellence
- Communicating with enthusiasm
- Innovative and learning from success as well as setbacks

Empowering

- Giving our colleagues space and authority to deliver outcomes
- Investing in learning and development
- Being approachable and open to constructive challenge

Adaptive

- Responding flexibly to changing requirements and helping others to do the same
- Recognising that required expertise may not always sit at the top of the hierarchy
- Actively encourage innovative ideas/input from all levels

Collaborative

- Committed to working together and across professional, clinical, and organisational boundaries internally and externally to achieve our objectives
- Sharing knowledge and skill for the benefit of the organisation as a whole
- Seeking feedback from colleagues to ensure quality

Engaged and Engaging

- Committed to our values, agreed ways of working and our strategic and operational direction
- Visible to our stakeholders and to our teams
- Straightforward and honest in our communications