Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14917</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Artworker</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Project Manager</td>
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<tr>
<td>Salary:</td>
<td>£26,495- £31,604</td>
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<tr>
<td>Terms and conditions:</td>
<td>Secretarial &amp; Clerical</td>
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<tr>
<td>Grade</td>
<td>6</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary until 28 February 2019, with the potential for further extensions depending on the outcome of funding decisions</td>
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<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes, NK7 6AA</td>
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<tr>
<td>Closing date:</td>
<td>12:00 noon on 5 September 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Standard Application Form</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>External candidate - two Internal candidate – one (Line Manager)</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:LTI-Translation-Recruitment@open.ac.uk">LTI-Translation-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

Main purpose of the post

The main purpose of this post is to undertake design work following concepts and style guides as originated by a Graphic Designer within our in-house team or an external supplier. You will provide support with the design and development of materials for both print and web delivery.

Main responsibilities

- To produce ready artwork in specified formats for print and web.
- To amend, retouch, reformat and reversion pre-existing artwork for use in multiple media outputs.
- To implement design concepts appropriately and consistently as per the requirements.
- To ensure compliance with the OU brand, house style and other standards.
- To contribute to ensuring learning materials meet standards for accessibility.
- To use the University’s content management system as specified for production tasks.
- To maintain and keep updated project documentation.
- To assist Graphic Designers and Senior Project Managers in the planning, scheduling and coordination of production projects.
- To liaise as appropriate with the Licensing and Acquisitions team in respect of the use of third-party images.
- To communicate directly with internal and external clients in relation to artwork, if required.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

- Educated to Degree level in a design related subject, or demonstrable equivalent experience of working in a graphic design role. (E)

Knowledge, work and other relevant experience

Essential:

- Excellent art and design skills including drawing and illustration, layout and typography.
- Excellent and up-to-date skills with industry-standard software such as Adobe Creative Suite.
- Knowledge of the basics of print (CMYK, spot colours, etc.), design (typesetting, formatting and colour correction) and web design.
- Understanding of the importance of brand values.
- Strong IT skills, especially MS Word.
- Attentiveness to accuracy and detail even when under pressure.
- Excellent organisational skills, and ability to manage own workload and balance conflicting demands.
- Ability to work as part of a team towards common goals.
- Strong interpersonal skills and ability to influence those in senior positions including academic authors.
- Commitment to user-centred design.
- Commitment to own professional development and learning.
- Commitment to continuous improvement in processes and ways of working.

Desirable:

- A Further or Higher Education qualification.
- Experience of using content management systems.
- Familiarity with HTML5 and animation and screencast software.
4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

Learning and Teaching Innovation (LTI) is the award-winning unit of The Open University responsible for the production and delivery of the University’s curriculum; it also has a central role in the design of learning materials.

The Corporate and Commercial team is part of the Open Media and Informal Learning Unit (OMIL) within LTI. It works with a large portfolio of clients to deliver creative solutions for a range of different media and distance learning projects. The cross-functional team brings together the OU’s expertise in learning design and delivery, as well as our experience in producing open, informal learning on the OpenLearn and OpenLearn Create platforms. The team’s expertise is available to internal OU and external clients with project funding for a specific purpose.

OMIL delivers free learning on OpenLearn (www.open.edu/openlearn). This is part of the OU’s ongoing commitment to free learning for all and encourages visitors to register as OU students. OpenLearn is an award-winning platform, reaching six million visitors annually. It contains more than fifteen thousand hours of free learning material, most of which is adapted from the OU’s own qualifications.

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Caroline Stegglesemail: caroline.steggles@open.ac.uk

If you have any questions regarding the application process please email: LTI-Translation-Recruitment@open.ac.uk

7. The application process and where to send completed applications

Please ensure that your application reaches the University by: 12:00 noon on 5 September 2018

To be considered for this post, please ensure that you send a completed application form describing how you meet the criteria in the person specification section above.

Please quote the correct vacancy reference for the post you are applying for.

Post it to: As follows

Name/Job title: Staffing and Recruitment Coordinator

Department/Unit: Learning and Teaching Innovation

Address: Level 1, Perry Building, The Open University, Walton Hall, Milton Keynes
### 8. Selection process and date of interview

| The interview panel will be chaired by: | Caroline Steggles, Senior Project Manager, Open Media and Informal Learning Unit (OMIL) |
| The other members of the interview panel will be: | Anna Page, Senior Producer, Open Media and Informal Learning Unit (OMIL)  
Glen Darby, Graphics Media Developer, Open Media and Informal Learning Unit (OMIL) |
| The interviews will take place on: | 27 September 2018 |
| The selection process for this post will include | Further details will be given to shortlisted candidates |

If you do not hear from us by 17 September 2018, you should assume that you have not been shortlisted for interview but we do thank you for your interest.

Applications received after the closing date will not be accepted.