



JOB TITLE: Senior Digital Designer

REPORTS TO: Digital Design Studio Manger

LOCATION: Anstey Wallpaper Company, Loughborough

DEPARTMENT: Digital Design Studio

SCOPE OF JOB: -  
**Operation.**  
 To assist the Digital Design Studio Manger with the day to day operation of the Digital Design Studio.  
 To ensure the highest standards of work & work routines are maintained.  
 To ensure the highest standards of customer relationship management are maintained.  
**People.**  
 Alongside the Digital Design Studio manger, help lead & motivate the Digital Design Studio team, providing support & guidance when needed.  
 Take a key role in the continuous development and training of current and future members of the Digital Design Studio. Set an example for junior members to follow.

PURPOSE: To assist the preparation of Digital designs to meet Customer and Production requirements.

RESPONSIBILITIES –  
**Operation.**  
 Assist the Digital Design Studio Manager with Digital work that comes in to the Digital Design Studio.  
 Ensure all project reviews, be they aesthetic or technical, are completed to the highest possible standards.  
 Ensure all printed samples are produced according to correct routines, be they for internal purposes, customer projects or product development projects.  
 Maintain and continue to update, collectively, as a team all File and Colour Management procedures and structures.  
 Communicate directly with customers to not only discuss WIP but also build on the customer relationships, onsite or remotely.  
 Confidently work on many projects at the same time under tight deadlines.  
 Be the main point of contact for certain customers, determined by past, present and future contact you hold with them.  
**People.**  
 Confidently follow instruction and briefs and clearly communicate that to other members of the team.  
 Help inspire the team to deliver outstanding customer service and quality of work, though effective coaching and leadership.  
 Help identify areas for new training or skill checks.  
 Help with development of junior members of the Digital Design Studio.

MEASURES OF SUCCESS

Excellent quality of work that exceeds customer expectations at all times.  
 All work projects, be they internal or external, delivered in a timely manner.  
 Consistently high quality of communication, both internally and externally.  
 Be part of a happy and engaged Digital Studio team.

<p>CONNECTING WITH OTHER</p> <p>Internally:                  Design Studio                  Production Departments                  Customer Service Department                  Innovation and Technical Departments</p>	<p>Externally:                  Customers                  Suppliers                  Artwork Studio's and Engravers                  SDG Divisions</p>
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<p>QUALIFICATION</p> <p>Preferred Design qualification at Degree level (or equivalent).</p>	<p>EXPERIENCE &amp; SKILLS</p> <p>Complete understanding of Set &amp; Repeat design technicalities.                  Excellent level of AVA and Photoshop CAD software.                  Excellent Colour Separation skills.                  Essential experience of working in the wallpaper industry.                  A high level of CAD experience across different software platforms, being able to switch between platforms when required.                  A proven record of working with Customers.                  Essential ability to review, assess and consider the best course of action to complete challenging work.                  High level of written and communication skills.</p>
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BEHAVIOURS

- Confident
- Organised
- Professional
- Flexible
- Collaborative
- Proactive
- Respectful



INFLUENCE: All internal departments. Customers & Suppliers.

I agree within reason to undertake other duties over and above those listed in the job description.

Name.

Signature.

Date.