

# Person Specification



Website & Graphic Designer, Azure Graphic & Web Design Ltd.

<b>D</b> Education & training			
<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Means of assessment</b>
<b>Skills, knowledge &amp; aptitude</b>	<ul style="list-style-type: none"> <li>• Excellent design skills</li> <li>• Advanced use of Photoshop and Illustrator</li> <li>• Experience of Dreamweaver</li> <li>• Excellent use of Flash to create animations and control the playback of film and audio</li> <li>• Excellent communications skills, written, telephone and inter-personal</li> <li>• Manage workload and prioritise appropriately</li> <li>• Provide administrative support to co-workers</li> <li>• Communicate effectively with clients</li> </ul>	<ul style="list-style-type: none"> <li>• XHTML/CSS skills, knowledge of standards-compliant semantic code</li> <li>• Actionscript</li> <li>• Film editing in After Effects or similar</li> <li>• Knowledge of 3D package</li> <li>• Search engine optimisation</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Portfolio of work</li> <li>• Interviews</li> <li>• Mock project (to be completed at interview stage)</li> </ul>
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• Appropriate qualifications and/or experience in similar roles</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Team working</li> <li>• Work under pressure of deadlines</li> <li>• Prioritising work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of a similar role</li> <li>• Working in a busy office</li> <li>• Planning work</li> <li>• Interaction with clients</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interviews</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>• Ability to meet specific deadlines under pressure</li> <li>• Able to work effectively as part of a team</li> <li>• Able to work on own initiative</li> <li>• Resilient, confident and tactful</li> <li>• Able to manage a varied workload</li> <li>• Flexible, enthusiastic and cheerful</li> <li>• Focussed on needs of clients</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interviews</li> </ul>