

POSITION DESCRIPTION – WEB INTERFACE DESIGNER

Location: Havelock North, Hawke's Bay
Reports to: Project Manager and/or Director of Mogul
Date: September 2011

PURPOSE

- To develop, build and maintain websites including graphic design, site navigation and layout of content, meeting client brief's and expectations
- To design and develop newsletters on behalf of clients
- To build on and enhance Mogul's design capability
- To meet assigned weekly target of billable hours

KEY RESULT AREAS

- Quality
 - Maintain high standards of work quality and accuracy
 - Seek ways to continually improve the quality of work
 - Provide outstanding customer service and meet customer commitments
 - Ensure resources are used efficiently and effectively
- Continuous Improvement
 - Mogul's overall capability to deliver outstanding websites and newsletters continues to improve
 - Recommend improvements to existing processes & systems
 - Participate in improvement projects as required
- Teamwork
 - Provide support to Directors and work collaboratively with the wider Mogul team
 - Work cooperatively as an effective team member of Mogul
 - Provide consistent friendly, professional and efficient service to external and internal customers
 - Demonstrate a positive 'can do', 'will do' attitude.

- Cost
 - Be cost-conscious.
 - Manage resources efficiently and effectively.
 - Identify and implement cost saving initiatives
 - Ensure projects are completed within budget
 - Ensure all costs are disbursed

PRINCIPAL ACCOUNTABILITIES AND EXPECTED RESULTS OUTPUTS

- Web Design/Interface Development
 - Client briefs are translated into beautifully designed websites and email newsletters that match the content and image required by the customer
 - Requirements, processes and user behavior are translated into innovative and intuitive user interface designs
 - Design prototypes, including graphic design, site navigation, layout of content, wireframes, mock-ups and user task flows are created for presentation and stakeholder signoff
 - Web and email templates are designed to conform to international standards.
 - Designs and codes are reviewed for feasibility, in conjunction with other designers and developers
 - Web interfaces using XHTML, CSS, and JavaScript, that are universally accessible and compatible across various browsers are created
 - Content is accurately loaded into websites or newsletters as required
 - Wide degree of creativity is applied in web and newsletter design
 - Final checks are undertaken to ensure accuracy of information and design work production before Project Manager review
- Customer Interface and Satisfaction
 - Maintenance and updates of existing client sites are undertaken as required
 - Training is provided to clients who wish to maintain or update their own sites
 - Answers the telephone and provides client support as required

- Project Management
 - Projects and tasks are completed to specification and within the allocated time
 - Projects are tracked against milestones with remedial action taken where necessary
 - Project variations to initial scope are managed effectively
 - Project-related administration procedures adhered to
 - Re-work is minimised
 - Multiple projects are managed simultaneously
 - Jobs and costs are accurately recorded in a timely way
 - Completed projects are thoroughly checked to ensure quality standards are met
 - Project Managers are communicated with regularly in regard to project job status, changes, issues or concerns that arise

- General Marketing
 - Blog posts and case studies are prepared, social media sites are updated and monthly newsletter articles are contributed to as appropriate
 - Conferences and networking events are attended to upskill and increase network connections
 - Mogul's capability is actively promoted.
 - Mogul's reputation and professional image are represented favorably

- Market and Industry Awareness
 - Awareness of industry trends and competitors is maintained and leveraged in work.
 - Media and blogs are monitored for PR opportunities
 - Knowledge of best practice, overall web/UX technologies, website standards, compliance and accessibility guidelines is maintained and shared within the team
 - New design ideas to improve user experience are researched and shared within the team

- Team Contribution
 - Colleagues are kept informed of progress with clear communication occurring at all levels to support organisational activities
 - Company performance and the achievement of team, or company goals and objectives are actively supported and delivered
 - Growth and cultural development of Mogul is actively contributed to
 - Effective working relationships are established and maintained within the team
 - Mogul's interests are positively represented with customers
 - Colleagues are supported with workload and skill development
 - Positively contribution is made to the team
 - Conflict and constructive criticism is dealt with positively

- Other Duties
 - All relevant meetings are attended as requested
 - Meetings are prepared for in advance
 - All reporting requirements are consistently met
 - Other duties are willingly performed as may be required in accordance with operational requirements

CRITICAL SKILLS REQUIRED

- Tertiary qualification in relevant field (desirable)
- A minimum of 2 years relevant web design experience working in the industry
- Extensive Adobe Creative Suite experience
- Proven skills with HTML/CSS/JS
- Extensive knowledge of browser differences and how to design around these limitations
- Proven project experience with ability to meet billable targets
- Excellent communication skills, both written and oral
- Well-developed problem solving and lateral thinking ability
- Innovation and the ability to think 'outside the square'
- Awareness of Facebook and Twitter asset design
- Demonstrated knowledge of web site standards, compliance and accessibility guidelines

PERSONAL ATTRIBUTES

- Speed of delivery whilst ensuring accuracy and quality
- High standard of workmanship
- Reliable and able to meet deadlines
- Self-motivated and proactive by nature
- A positive "can do" attitude
- Thrives on a challenge
- Works well under pressure of deadlines and time allocations
- Team worker with a preference for collaboration
- Superior attention to detail
- Excellent time management skills, planning and organising ability
- Ability to deliver results with minimal supervision
- Willingness to learn from others and continually improve own capability
- Good standard of personal presentation