Graphic Designer  
UKRI – NERC – BGS  
Keyworth, Nottingham  
£24,777 to £26,932 per annum (depending on qualifications and experience)  
Full-Time – 37 hours a week (a range of flexible working options may be available)  
Fixed Term Appointment (between 9-12 months maternity cover)  

About us  
The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites, a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot-Watt University in Edinburgh. BGS works with more than 150 private sector organisations as well as having close links with 40 universities and sponsors approximately 100 PhD students each year.

We have an opportunity for a highly motivated Graphic Designer to join the BGS Data & Science Services Team and to be based at our headquarters in Keyworth, Nottingham.

About the role  
Working as part of a small graphic services team, you will manage customer requirements from initial concept through to production using internal systems for a wide range of traditional and new media corporate products such as brochures, reports, leaflets, posters and exhibition graphics. The role demands for an increasing amount of video production including shooting and processing to a professional standard.

The majority of your customers will be on-site where the team provides a service of routine outputs on a day-to-day basis. You will also assist geoscientists in improving their own outputs, particularly posters and conference materials and you will also provide new creative solutions for a range of products for external collaborative projects.

Your responsibilities will include:

- Produce and edit video into final products including the use of After Effects.
- Studio and location photography of people and products.
- Manage customer proposals from design, print and production.
- Produce original designs to illustrate BGS science and activity in a variety of mediums.
- Produce infographics and data visualisations to meet customer requirements.
- Work in 3D space to produce computer illustrations.
- Content entry into BGS Media Wiki site page design.
- Infrequent travel and out of hours cover at other BGS, NERC or client premises to record video or to exhibitions and print/exhibition graphics suppliers.
- Assist with cartographic diagram production when workload and staffing requires this.
- Liaise with BGS colleagues to determine their requirements and budget.
- Provide support in covering the print on-demand service for maps and publications ordered by the Sales Team.
- Attendance on training courses associated with graphics applications.

**About you**

You must be qualified to HNC, HND or Degree level in Graphic Design, Typographic Design or Graphic Communications with developed video production experience and be able to work unsupervised using Adobe Premier and InDesign to create the majority of your outputs. In addition, you should have at least 1-2 years post education experience in a commercial environment and possess a developed portfolio of successful design work including moving imagery.

You will have a high level of skill in using Adobe Creative Cloud, in particular InDesign, Premiere Pro, Illustrator and Photoshop and have the ability to work under pressure managing several projects at any one time. You must also be flexible and demonstrate a readiness to switch between projects at short notice.

You will have the ability to work to tight deadlines with very good attention to detail, while demonstrating a positive attitude at all times. You will need to express yourself clearly in translating customer ideas and requirements into successful design solutions, while dealing with external printers, videographers and other external service providers.

Please also refer to the specific essential and desirable skills criteria for this post.

**What we offer**

A generous benefits package is also offered, including a very competitive pension scheme, 30 days annual leave plus bank holidays, free parking and access to flexi-time. For a salary at the top end of the advertised range, you will also need to meet the desirable criteria detailed on the TopCareer.jobs website.

We also offer the 'Bike to Work' scheme, free parking, health and wellbeing support, social clubs and on-site sports facilities.

Please note that any internal BGS staff applying for this post would, if successful, be appointed to new UKRI Terms and Conditions and pay.

**How to Apply**

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.
Applications are being handled by UK Shared Business Services, to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc249196_9386.aspx

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.

**Closing date for receipt of applications is 15 May 2019. Interviews will take place in early June in Nottingham.**

BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and who share our commitment to work for the good of the environment and the benefit of society.

We will actively seek to avoid discrimination on the grounds of age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), sex or sexual orientation.

The British Geological Survey is an **Investors in People** organisation and has achieved **Bronze status for Athena SWAN** – a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.

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<th>Specific Skills Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>QUALIFICATIONS</strong></td>
<td>• Possess a HNC, HND or Degree in Graphic Design, Typographic Design or Graphic Communications including the use of video</td>
<td>• Professional photography qualification</td>
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| **EXPERIENCE** | Be able to provide a comprehensive portfolio of graphic and/or typographic designs and films for viewing, including published work  
|               | Full driving licence  
|               | **EXPERIENCE** | 1-2 years post education work experience in a commercial environment  
|               | Have the ability to design/plan via storyboards and shoot professional quality video using multiple cameras, lighting and external microphones  
|               | Highly skilled with InDesign and Premier Pro and also competent in using Photoshop, Illustrator and After Effects  
| **KNOWLEDGE** | Ability to (post-process) complete videos, preferably using Adobe Premier  
|               | Knowledgeable about printing processes and preparing design solutions for print and digital delivery  
|               | Be able to purpose any design work to a variety of outputs including print, exhibition graphics and web  
| **SKILLS AND ABILITIES** | Have highly developed typographic design skills and be able to demonstrate this via your portfolio  
|               | Ability to self-manage multiple tasks and prioritise accordingly  
|               | Camera skills (video and stills)  
|               | Ability to create clear and dynamic infographics  
|               | Demonstrates best practice for graphic and typographic design layout for multiple-use publishing  
|               | Ability to think creatively and provide a range of ideas to present to customers  
| **PERSONAL QUALITIES** | Has the ability to work to tight deadlines under pressure  
|               | Be flexible and demonstrates readiness to switch between projects at short notice  
|               | Be a team player and demonstrates a desire to help people, customers and colleagues  
|               | Ability to create motion graphics |
- Be approachable and communicates clearly and concisely
- Logical and methodical in their approach

**MOTIVATION**
- Displays enthusiasm for their subject and role in supporting BGS science information delivery