

APPENDIX ONE:
Job Description



POSITION TITLE:	Graphic Designer
LOCATION:	Head Office, Tauranga
REPORTS TO:	Head of Marketing and Communications

POSITION SUMMARY

The Marketing Graphic Designer works closely with the Head of Marketing and Communications and Marketing team to develop creative material in-line with the Craigs Investment Partners (CIP) brand architecture. This requires the creation, design, and co-ordination of all marketing creative, including print and digital advertising, video editing, collateral, website and internal communications material. This role will liaise and coordinate with external vendors such as print-houses, design and advertising agencies.

KEY RESPONSIBILITIES

- Generate creative concepts in line with Brand Guidelines.
- Develop creative material for all forms of communications for Craigs Investment Partners, beyond the scope of external design agencies.
- Champion of, and ensuring, brand identity in all forms of communication.
- Liaise with and manage timelines for all creative material between vendors and internal parties.
- Co-ordinate and implement creative material for various mediums (eg website application).
- Own and maintain image & design library/archive.
- Fulfil briefs to required standard, within budget and on time.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• Tertiary qualification in Graphic Design
Knowledge/Experience	<ul style="list-style-type: none">• Graphic Design experience 2+ years• Professional Services industry experience (desirable)
Key Skills and Attributes	<ul style="list-style-type: none">• In-Design, Photoshop, Illustrator and Acrobat• Adobe Premiere for video editing (desirable)• High level of accuracy and attention to detail• Self-starter with the ability to show initiative• Proactive and inquisitive• Excellent time management and organisational skills• Strong written and verbal communication skills

NZX RULES REFERENCED WITH LEGISLATION AND POLICY

	NZX PARTICIPANT RULE	LEGISLATION	CIP POLICY
3.24	Market Participants – Information Barriers	Financial Markets Conduct Act 2013	Chinese Walls Policy
9.2	Client Advising – Required Client Information	Anti-Money Laundering and Countering the Financing of Terrorism Act 2009	Anti-Money Laundering
8.1	General Obligations - Conduct of Market Participants and Advisers	Code of Professional Conduct for Authorised Financial Advisers	Code of Conduct
8.3	General Obligations - Confidentiality of Information	Privacy Act 2020 Code of Professional Conduct for Authorised Financial Advisers	Confidentiality Policy
9.1 15.10	Client Advising - Duty of Care General Trading Obligations - Conflict Management Procedures	Code of Professional Conduct for Authorised Financial Advisers	Conflicts of Interest Policy
10.2 15.6	General Obligations - Market Manipulation General Obligations - Suspected Insider Trading	Financial Markets Conduct Act 2013	Insider Trading Policy
15.7	Client Complaints	Code of Professional Conduct for Authorised Financial Advisers	Complaints Handling and Disputes Resolution Policy
21.7	Market Participants Obligation to Report	Protected Disclosures Act 2000	Whistle Blowing Policy and Breach and Incident Policy
10.5	General Obligations – Prescribed Person Trading	Financial Markets Conduct Act 2013	Employee Trading Policy

The NZX Participant Rules can be found electronically at the following address -

<https://www.nzx.com/regulation/participant-rules>

CIP policies can be found on the Staff Intranet.