**Job Description**

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| Job title: | Design Manager |
| Reporting to: | Chris Cooke, Production Manager  Mark Pigou, Director  Ian Jindal, Editor-in-Chief |
| Location: | London, EC3V |
| Hours of work: | Monday to Friday, 09.00 – 17.30 |
| Date of job description: | July 2017 |

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| Overview |
| InternetRetailing Media Services Ltd is the market-leading media company for ecommerce and multichannel retailers in the UK, EU and beyond. As the main designer for the brands (InternetRetailing, InternetRetailing Research, eDelivery, TameBay and RetailX) you will act as the hub of creative activity by managing the available resources to create a suite of products of which to be proud. |

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| Role and Responsibilities |
| * Ensure all print, display graphics and digital design requirements are completed to a high standard. Designs briefs will include magazine layout and design, HTML, online banners, emails templates, basic web pages, infographics. * Take responsibility for the design process and workflow by liaising with other designers, allocating workload, ensuring deadlines are met and ensuring consistency and quality across the design output. Excellent organisational skills are essential. * Effectively manage freelance designers by maintaining open channels of communication, scheduling tasks, project managing workload and coordinating brand identity across many products and teams of people, on and off site. * Partner with Sales to deliver on clients’ and sponsors’ needs, understanding what works commercially to attract visitors, subscribers etc, with content that has a performance marketing and commercial purpose. * As the workflow and workload grows, ensure the quality of design remains up-to-date, fresh and consistently on brand. * Excellent file management, e.g. maintaining back-ups. * Ability to transfer brand identity across mediums, from print, web banners and stand graphics. * Take the lead on design projects, e.g. redesign, creative management. * Engage with the Marketing, Social and Sales teams on experimenting across social media, video, podcasting and other emerging channels. This will involve learning, producing, testing and improving across these new channels. |

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| Competencies |
| * Communication – communicate clearly and listen effectively to ensure others are informed and updated. Written communication is concise and well-presented, using appropriate grammar, style and language. * Time management – effectively balance priorities to meet agreed deadlines for individual and teamwork. Demonstrate flexibility to adapt to changing business needs. * Teamwork – contribute to team objectives and share knowledge and ideas. Treat others with professionalism and respect. * Business focus and behaviour – demonstrate commitment to the values and goals of the company, using initiative and capability to ensure individual work contributes to the overall success of the company. Establish credibility and integrity in the company and the industry to influence peers and clients. Improve quality and efficiency to leverage opportunities. * Product knowledge – excellent knowledge of the company’s products and services, using this knowledge to meet client requirements, taking into account the wider market and remaining up-to-date on the competitive landscape. * Managing and leading – impart knowledge, skills and effective judgement and lead by example to encourage participation. Ensure team actions build excellent business practices. Appropriately delegate, empowering and motivating others to get the job done. * Living the InternetRetailing values - we understand the importance of values in a business and so do our employees. Our values demonstrate the ethos you will experience being an InternetRetailing employee – Passion, Excellence, Fairness, Innovation, Team work, Ownership and Loyalty and Commitment. |