Updated August 26

Job Summary

Post Title	CAD Technician	**Pay Grade**	Grade 6
Directorate **Service Area**	Communities Directorate Corporate Property & Assets, Estate Management	**Line Manager**	Estate Management Performance Manager
Post Number/s (Mandatory for existing posts, If multiple posts state all)		**If existing post is the post title changing? If yes state both**	No
JE/GAR reference number (Mandatory for existing posts)		**Work Location (state Council office)**	Walton Street
Work style	Any desk	**Job Family & Role Profile**	T06O
DBS Check Required?	No		
Politically Restricted Post?	No *The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.* *There are broadly two categories of restricted posts:* *Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.*		

Job Purpose and Job Context
To provide Computer-Aided Design (CAD) services in relation to building records. Also to support planned and reactive maintenance, alternations, refurbishment and new-build projects. Provide technical and professional advice as necessary and ensure that all works are carried out efficiency, to the required quality standards, on time and in accordance with legal and statutory requirements.
Main Responsibilities and Duties
• Provide Computer-Aided Design (CAD) services using Autodesk AutoCAD to support activities across Corporate Property and Assets. • Manage and maintain a record drawing database, including fire risk assessment and other statutory plans for all Council-owned buildings and property-wide services, ensuring plans remain current. • Undertake site and building surveys to maintain drawing record accuracy. • Interact with colleagues across the Council, maintaining an excellent customer focus. • Liaise with external consultants and clients to establish and interpret requirements relating to CAD plans, designs, presentation drawings and information charts and produce these where required. • Provide guidance and explanation of CAD techniques and procedures to colleagues.

- Communicate designs and drawing information to external third parties, contractors and consultants.
- Ensure project work under their control is completed in accordance with requirements and agreed cost limits
- Maintain the highest standards of professional performance.
- Maintain accurate filing records and provide information on completed projects to support building file updates and record keeping.
- Provide technical and strategic advice on the development and maintenance of buildings.
- Take the initiative in developing project information, CAD designs and proposals to achieve objectives.

Accountability

- If this role manages a budget please state the size of the budget: n/a
- If this role monitors a budget please state the size of the budget: n/a
- How many direct reports does this job have in its reporting line? None
- How many indirect reports does this job have in its reporting line? None

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	**Provide Job Specific Examples**
Up to 3 months	✓	Plans and coordinates site surveys, drawing updates, building record reviews and project support activities to meet operational requirements and project deadlines.
1 year	✓	Develops and maintains annual programmes for updating record drawings, statutory plans and property information to ensure compliance and data accuracy across the estate.
3-5 years		

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience ***(taken from role profile to complete)***	**Job Specific Examples**	**Essential**	**Desirable**
Relevant experience of working in the service area / related professional field, with evidence of specialist knowledge and work	Provides CAD services to support planned maintenance, reactive maintenance, refurbishment,	✓	

responsibilities appropriate to role.	alteration and new-build projects across the Council's property portfolio.		
Authoritative knowledge of relevant systems, regulations, legislation, best practice, policies and procedures, including health and safety.	Applies building regulations, health and safety requirements, property standards and Council procedures when producing, maintaining and reviewing technical drawings and records.	✓	
Experience of contributing to the development of procedures and practices.	Contributes to the development and improvement of drawing management processes, record keeping standards and CAD procedures to ensure accuracy and consistency across the property portfolio.	✓	
Good knowledge of wider sector / external influences.	Maintains awareness of developments in CAD technologies, building information management, construction industry standards and property record management practices.	✓	
Good communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Ability to negotiate with, persuade and influence others.	Communicates technical drawing requirements and design information effectively to colleagues, consultants, contractors and stakeholders, providing guidance on CAD techniques and procedures.	✓	
Proven ability to build and maintain relationships and engage successfully with the stakeholder community.	Develops effective working relationships with surveyors, project managers, consultants, contractors and service users to support project delivery and property information management.	✓	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work to meet standards and deadlines.	Coordinates multiple drawing updates, surveys, project requests and record management activities to meet operational priorities, quality standards and deadlines.	✓	
Proven research and analysis skills demonstrating evidence of ability to identify and diagnose problems / issues and develop solutions / recommendations.	Reviews building records, surveys facilities and analyses available information to identify inaccuracies, resolve drawing issues and improve the quality of property information.	✓	
Project management skills and experience.	Plans and manages CAD-related project activities, ensuring drawings, plans and supporting information are delivered to agreed timescales, standards and requirements.	✓	
Use of specialised testing, analysis or evaluation equipment / techniques as required.	Uses Autodesk AutoCAD and specialist surveying techniques to prepare, amend, analyse and maintain accurate building plans and property records.	✓	
Experience of risk assessment and health and	Undertakes site visits and surveys in	✓	

safety issues related to area of work.	accordance with health and safety requirements, ensuring drawing records accurately reflect fire safety, statutory compliance and operational requirements.		
Experience of supporting the preparation of tenders / contracts and financial experience or training sufficient to manage budgets where appropriate.	Supports the preparation of technical drawings, specifications and project information used within maintenance, refurbishment and construction projects.	✓	
Qualifications ***(taken from role profile to complete)***		**Essential**	**Desirable**
Educated to NVQ 4 / degree standard or equivalent.		✓	
Relevant professional / vocational qualification.			✓
Competent in the use of Autodesk AutoCAD		✓	
Competent in the use of Autodesk Revit			✓
Other Requirements		**Essential**	**Desirable**
A full driving license required to be able to carry out the role *(tick as appropriate)*		✓	
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		Y	
This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent cautions and/or unspent convictions For further information on how long it takes for cautions and convictions cautions to become spent, please refer to our guide on the Rehabilitation of Offenders Act 1974 (updated 2023) | Nacro		Y	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.