

## **Assistant CAD Technician (Fixed Term until 31<sup>st</sup> July 2018)**

**Position Ref: REQ171150**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

<http://www.lboro.ac.uk/services/fm/>

### **Job Description**

#### **Job Grade:**

Technical Services Grade 4

#### **Job Purpose**

Reporting to the Facilities Information Manager, and working closely with the CAD Technician, to create, maintain and monitor the University drawing registers and associated drawings for all building and infrastructure data. To work with Facilities Services and Facilities Development to ensure that changes to buildings and equipment are updated in a timely manner. This role involves a degree of autonomy, but guidance and support on duties and priorities will be provided by the Facilities Information Manager.

#### **Job Duties**

##### ***CAD drawing and system development***

Under the direction and guidance of the Facilities Information Manager:

1. To use AutoCAD to develop and maintain accurate Xref, fabric and equipment data on all buildings and projects;
2. To use AutoCAD to develop and maintain accurate equipment attributes for compliance purposes;
3. To consistently implement the drawing standards as set out by the CAD Technician;
4. To respond appropriately to requests for drawings in a variety of formats;
5. To support the CAD Technician in undertaking building surveys where appropriate
6. To become proficient at using other University corporate systems as they become relevant;
7. To contribute to the continuous improvement of business processes;
8. To develop an in-depth knowledge of the corporate information systems to be able to support development, implementation and ongoing maintenance of emerging functionality within the systems;
9. To be aware of department-wide and University-wide strategic objectives that may impact upon the corporate information systems, such as Building Information Modelling;
10. To write, publish and maintain appropriate guidance documentation for users of the corporate information systems.

**System maintenance**

Under the direction and guidance of the Facilities Information Manager:

1. To work closely with the Facilities Information Team with regard to data pertaining to buildings, floors, rooms and equipment. This includes loading new information, amending information and archiving old information in line with appropriate policies and practices.
2. To support the Facilities Projects, Facilities Services and Campus Services teams to establish and follow appropriate change controls that allow for up-to-date information to be loaded into the corporate information systems.
3. To query and rectify erroneous information with the relevant individual or team.
4. To ensure that compliance and other information is accurate and up-to-date.

**System development**

Under the direction and guidance of the Facilities Information Manager:

1. To contribute to the continuous improvement of business processes.
2. To develop an in-depth knowledge of the corporate information systems to be able to support development, implementation and ongoing maintenance of emerging functionality within the systems.
3. To be aware of department-wide and University-wide strategic objectives that may impact upon the corporate information systems.
4. To write, publish and maintain appropriate guidance documentation for users of the corporate information systems.

**General**

1. To ensure compliance with relevant University policies and procedures;
2. To undertake any training and development deemed appropriate for the position by the relevant line manager.

## **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the Facilities Information Manager.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Previous relevant experience of using AutoCAD and associated Autodesk products.	1,3
	Good experience in the production of CAD drawings.	1,2,3
	Experience of establishing and maintaining accurate electronic records.	1,2,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,3
	Ability to take instructions or sketches and produce unambiguous working drawings to a high standard of accuracy in an appropriate format, and to agreed timescales.	1,2,3
	Awareness of technical regulations and requirements.	1,3
	Knowledge and understanding of the design process.	1,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	Educated to A Level Standard or equivalent	1,3
	Educated to GCSE level or equivalent in English and Maths	1,3
	Academic or vocational qualification in a CAD design-related subject or equivalent experience.	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting, preferably in a facilities/estates role	1,3
	Experience of Loughborough University administrative procedures.	1,3
	Experience of Archibus or other CAFM systems.	1,3
	Experience of working in a large organisation.	1,3
Skills and abilities	Understanding and knowledge of relevant compliance legislation.	1,3

## Conditions of Service

The position is Full Time and Fixed Term until 31 July 2018. The Salary will be from £19,850 to £23,557 on Technical Services Grade 4, at a starting salary to be confirmed on offer of appointment. Subject to annual pay award.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be directed to Steve Widdowson (Facilities Information Manager) on 01509 222309 or [s.widdowson@lboro.ac.uk](mailto:s.widdowson@lboro.ac.uk).

## Applications

The closing date for receipt of applications is **17 December 2017**. Applications submitted after the closing date shown on the job advert will not be considered.

Interviews will be held in January 2018, with anticipated start date in February 2018.

Interview dates to be confirmed with shortlisted candidates at least one week in advance. Please note that candidates will be required to complete an aptitude test prior to a formal panel interview.