

## CAD Compliance Technician

Position Ref: REQ221150

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Department summary

Estates and Facilities Management is a multi-disciplinary organisation responsible for the development, management and maintenance of the University's two campuses in Loughborough and London. The team deliver a range of hard and soft services ensuring the effective and sustainable management of the University's land, buildings and biodiverse landscapes. This includes delivery of the capital building, refurbishment, long-term planned and reactive maintenance programme where there is continual improvement of the estate. In addition E&FM provides: a property advisory and asset management service primarily focused on managing the Science and Enterprise Park: development of learning environments; space management; cleaning and caretaking services; grounds' support; sustainability and delivery of integrated support including HR, finance, information management, customer reception and helpdesk services.

### Job Description

#### Job Grade:

Technical Grade 5

#### Job Purpose

- To be responsible for the creation, modification and maintenance of the University CAD drawing assets held on the record drawings workspace using AutoCAD for all buildings and infrastructure data including Mechanical, Electrical, Plumbing and Site Services.
- To be responsible for the improvement of the quality of the drawing data by building and developing accurate records for the University estate using AutoCAD. To take responsibility and manage the compliance requirements through accurate records.
- To work with the Capital delivery and Engineering function to ensure all Capital and Maintenance work is handed over with appropriate as fitted documentation and update LU record drawings held on Archibus to reflect all change. This includes checking the drawings and applying CAD standards, accuracy of the poly-lining, and publishing of drawings.
- To contribute and support the Universities progression towards building information modelling (BIM), assisting with the development of standards, templates, and processes.

#### Job Duties

1. To maintain the CAD records ensuring a comprehensive database of the university estate ensuring compliance to defined standards and record policies, undertaking dimensional site surveys as and when required to support business requirements.

2. To ensure adherence to defined CAD standards and policies, verifying record drawings supplied by external contractors- To work with maintenance and Capital Project teams to align projected work and associated drawing requests.
3. Using the Universities CAFM system Archibus, make changes to the database and record drawings as alterations occur and undertake accurate polylining, room tagging, data updates and publishing of CAD drawings on completion. Update and issue all new and revised drawings following construction or change.
4. To work alongside the BIM & CAD Manager to contribute to the maintenance of the various master site plans for the campus
5. To work in collaboration with the BIM & CAD Manager to coordinate and manage all drawings for a project, from the Pre-Construction stage, all the way to Practical Completion handover, by liaising with the client team, various third parties (such as sub-contractors, structural engineers etc.).
6. In collaboration with the BIM & CAD Manager align design standards with record and compliance drawings to provide LU with a suitable drawing platform in line with best practice.
7. To continually review, analyse and validate AutoCAD floor plans for Schools, Professional Services, Residential Accommodation and Commercial property to ensure accuracy and compliance of data.
8. To be responsible for the continuous improvement of compliance data within the drawings and contribute to the development of processes alongside the BIM & CAD Manager and the Information team to ensure the relevant data is captured accurately on the drawings and is maintained when required.
9. To be fully AutoCAD trained and attend any required refresher training. To be BIM / Revit familiar with the aim of becoming proficient. To respond to enquiries and support the wider FM department and Schools and Professional Services regarding the CAD drawings and support the BIM & CAD Manager on requests when required.
10. As an active member of the Space Team to undertake additional tasks to support the wider team which is commensurate with the role and grading. To undertake any training and development deemed appropriate for the position by the relevant line manager.
11. To assist with the development of processes and BIM related standards to support the Universities progression towards BIM.
12. To assist with the continual development and maintenance of the AutoCAD templates, with the creation of new Revit templates for BIM which will need to align to the LU standards.
13. Assist with the implementation of BIM where required supporting the BIM & CAD Manager and the space team on delivery of the different stages within the project regarding processes, drawings, file structure, data classifications and naming conventions.

### **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 BIM and CAD 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	In-depth knowledge of understanding record drawing data using CAD drawings and the Autodesk suite of products.	1,2,3
	Experience of reviewing maintaining and editing accurate electronic compliance records through the proficient use of AutoCAD	1,3
	Experience of working individually and as part of a team.	1,3
	Experience of audit and data analysis in an HE environment	1,3
	Experience of information management and document management.	1,3
Skills and abilities	Able to work with accuracy and have a meticulous 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 and building regulations and compliance requirements.	1,3
	Knowledge and understanding of the building design process.	1,3
	Able to work under pressure, keep to deadlines and manage conflicting priorities.	1,3
	Able to plan, prioritise and work independently to deal with unforeseen problems and circumstances effectively.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Excellent practical IT skills including Microsoft Office and Excel to create management information when required	1,3
Training	Demonstrate evidence of having undertaken further training	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	ONC / HNC in a Civil or Construction related discipline or equivalent experience.	1,3
	Professional AutoCAD qualification or working towards	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a large complex organisation.	1,3
	Knowledge of space data management systems	1,3

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Technical Services Grade 5 [£26,396 to £31,411], at a starting salary to be confirmed on offer of appointment.

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/>