**Manchester City Council**

**Role Profile**

**Senior CAD Officer, Grade 8**

**Capital Programmes and Procurement, Corporate Services Directorate**

**Reports to: Design Manager**

**Job Family: Technical**

**Key Role Descriptors:**

This role is based within a service in Manchester City Council which provides a specialist technical service to both the organisation and customers.

The role holder will provide a professional, customer focused, specialist technical service which enables the delivery of organisational objectives and provides a high-quality service to customers in line with both internal guidelines, policies and procedures and statutory requirements.

The role holder will support the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council’s corporate aims and objectives.

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions for the assigned service area. They will act as a key member of the team and will ensure high standards of customer service and service delivery.

**Key Role Accountabilities:**

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating, or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial, or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Dependent on the service area, the role holder may be required to work on a rota basis including out of hours as required to meet customer demand.

Demonstrate a personal commitment to continuous self-development and service improvement.

Provide an effective computer aided design support function for the assigned service area, ensuring that high quality technical and customer services are delivered in line with legislative requirements. This will include maintenance, software / information support, curating, or other specialist functions.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role Portfolio:**

**Capital Programmes Division:**

The Capital Programme Division reports to the City Treasurer and is responsible for developing and delivering approximately £200m pa of Major and Minor Capital Programmes across the City.

**CAD Team:**

The Senior CAD Officer role is based in the CAD Team, which is one of several teams which make up the PMO. The CAD Team is responsible for providing technical design and drafting expertise and guidance on a range of construction projects to other construction teams within the Capital Programmes Division.

**The Role:**

The Senior CAD Officer currently has line management responsibility for two CAD officers.

The Senior CAD officer will have a key role in the development of CAD skills and strategies in the team and the wider Capital Programmes Division. The post holder will support the Design Manager to deliver improved services in support to both Major and Minor works programmes teams and be actively involved in the way data is captured and managed regarding all built assets.

The role holder will play an active part in the custodianship of drawings / 3D models and monitoring of quality of information issued out to both internal and external clients.

Support will extend to working with colleagues in other departments who need drawing or technical advice regarding construction, so a well-developed understanding of the relevant statutes in construction process and current low carbon technologies will be essential to deliver the level of service required.

The role holder will have the opportunity to get involved in both measured and general building surveys where relevant to produce accurate records.

**Some of the other role specific duties involve:**

Setting up drawing office standards and developing manual and instruction books for staff to follow.

Developing and setting work targets and reviewing progress against these targets.

Developing team CAD skills and assisting Design Manager in developing new design services.

Managing quality initiatives in relation to all design documentation

Identifying areas of continuous improvement.

Taking the lead on key CAD issues and having input in feasibility work

A familiarity with National Building specifications (NBS) in order to advise on component specification and design detailing queries.

Visiting site for survey purposes or capturing asset data and attending meetings with clients and other third parties in person at various locations.

**Senior CAD Officer - Key Competencies and Technical Requirements**

Our Manchester Behaviours

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We value our differences and treat people fairly

Generic Skills.

* **Communication Skills:** Can effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring this information is understood.
* **Analytical Skills:** Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from various sources and be able to take a large quantity of data from several different, and sometimes conflicting sources, and analyse into trends/ results.
* **Planning & Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Problem Solving & Decision Making**: Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary, be logical in thinking and explain reasoning behind decisions or actions taken.
* **ICT skills:** Ability to coordinate the promotion, development, acquisition and implementation of automated design systems and services in close liaison with those responsible for management and strategy and to be able to specify and apply appropriate analytical techniques and report results to clients and management.

Technical requirements (Role Specific)

* An extensive understanding of the property and construction industry with an awareness of the overall impacts of the estate on the organisation.
* Recognised HNC/HND or degree level qualification in a construction related discipline.
* Extensive knowledge of CAD/ICT applications and their use within the construction industry.