**Manchester City Council**

**Role Profile**

**CAD Officer, Grade 6**

**Capital Programmes Service, Corporate Services Directorate**

**Reports to: Design Manager**

**Job Family: Technical**

**Key Role Descriptors:**

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:**

Provide an effective support function for the assigned service area, ensuring that high quality technical and customer services are delivered in line with legislative requirements. Dependent on the service area, this may include maintenance, software / information support, engineering, surveying, curating, or other specialist functions.

Assess project / initiative / work package feasibility, paying close attention to procedure and legislation where appropriate and ensuring all work is delivered to a high standard.

Develop successful 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.

Identify and address relevant issues with assigned work packages and following assessment make recommendations in accordance with service plans, customer requirements or legislative needs. Ensure that work to continuously develop and improve processes is undertaken.

Ensure all work carried out fits within the parameters of service level agreements, using appropriate specialist equipment / software or tools where required in line with safe working practices and health and safety regulations. Maintain effective relationships to ensure the highest standard of service delivery.

Update and extract information from management information systems accurately and competently as required, producing reports and other documentation as required.

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.

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

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**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:**

The CAD Officer role is based in the CAD Team which is one of the teams which make up the Capital Programmes Project Management Office (PMO). The PMO is one of the teams which sit within the Capital Programmes Division.

**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. It will design and deliver major and minor construction projects in the specified areas.

**CAD Team:**

The role is based in the CAD Team, 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 CAD Officer Role:**

The main duties of the post include:

Providing 2D/3D construction drawings.

Cataloguing and archiving property asset information using Autodesk Vault.

Tracking, recording, and retrieving information issued out to consultants and surveyors.

Assisting with the production of feasibility studies and measured building surveys.

Assisting with the assembly and input of BIM asset information collected from site and input into MCC’s CAFM system.

Attending and taking records of Design Team Meetings.

**Key Behaviours, Skills, 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 show that we value our differences and treat people fairly.

**Generic Skills**

* **Communication:** Good literacy and numeracy skills to undertake calculations and produce letters and other documentation
* **Analytical:** Ability to absorb, understand and quickly assimilate moderately complex information and concepts and compare information from a number of different sources.
* **Planning and organising:** Demonstrate the ability to organize multiple tasks in the most effective way and allocate time and energy according to task complexity and priority.
* **Problem solving and decision making:** 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.
* **Creative:** Ability tothink creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.
* **ICT:** Skills to devise and implement document and record systems, including classification, retrieval, and retention processes.
* **Research and intelligence:** Ability to research innovative approaches and develop creative responses to (functional specialism) challenges.

**Technical Requirements (Role Specific)**

* Experience of using AutoCAD, Revit, and other related autodesk software.
* Experience or awareness of using NBS (National Building Specification) software.
* Minimum BTEC National Certificate/Diploma /ONC/OND or equivalent qualification in construction or practical experience of working in a construction related environment.
* Basic knowledge of construction principles.
* The role holder is required to undertake regular site visits to acquire relevant data.