

Role Title: CAD Technician, Concertus Design & Property Consultants

Based: Ipswich

Salary: £Circa

ROLE PURPOSE: To plan, design and manage structural design projects, ensuring the structures are safe and economic

Accountabilities

1. Team Worker

- Participate as a member of the Concertus team supporting colleagues and working collaboratively to develop the business.
- Work flexibly to support delivery across the service.
- Take ownership for own personal development.
- Liaise with engineers and other professional staff in developing designs

2. Customer service

- Assist in preparing bids for tenders, and in reporting to clients and planning bodies

3. Business delivery

- Create engineering drawings using CAD packages
- Undertake engineering calculations by hand and using software
- Prepare building regulations submissions
- Prepare technical reports
- Assessing the environmental impact and risks connected to design decisions

Measures of Success

- Feedback from team members/ line manager
- Contribution to service
- Team performance
- Service improvements suggested
- Customer Feedback
- Accuracy and timeliness of support.
- Efficiency of systems and processes
- Service delivered within budget and to agreed targets
- Feedback from staff and managers
- Service delivery performance indicators
- Customer feedback
- Directors feedback

What you need to know

Hold a HNC or HND in Structural Engineering or equivalent

CAD efficient

Up to 2 years post-graduate experience

- Assessing the Health and Safety impact and risks connected to design decisions
- Commission specialist surveys

4. Communicate effectively

- Create a positive first impression of Concertus and deal with all contacts professionally.

How you Act

Team worker – You work collaboratively with your team to achieve better outcomes for customers.

Service deliverer – You focus on delivering a service that provides great outcomes for our customers.

Customer focused – you put the customer first.

Shows initiative – you come up with ways of improving how we do things.

Well organised – you prioritise your work to get things done.

Willing to learn – you want to acquire new skills that will support you in your role.

Flexible attitude – you are prepared to work flexibly to deliver the service.