

Role Title: CAD Technician, Concertus Design & Property Consultants**Based: Ipswich****Salary: £Circa****ROLE PURPOSE: To provide design and drawn information input to building surveying and architectural projects.****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 Architects and other professional staff in developing designs

2. Customer service

- Assist in creating presentation drawings for clients
- Provide an efficient and business-like point of contact. This includes responding to internal and external enquiries and (via face-to-face, telephone, email).

3. Business delivery

- Undertake concept and detail architectural design under guidance of Senior Surveyors
- Create models and drawings using ArchiCAD software.
- Produce layouts and detailed drawings as required for inclusion in the procurement process.
- Ensure consistency of design information with related specification information
- Prepare building regulations submissions
- Prepare technical reports
- Assessing the environmental impact and other risks connected to design decisions
- Prepare design risk assessments in conjunction with the principal designer.

Measures of Success

- Feedback from team members/line manager
- Performance Objectives
- Contribution to service
- Team performance
- Service improvements suggested
- 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

Desirable- Hold a degree in Building Surveying, Architectural Technology or equivalent

CAD proficient

Up to 2 years business experience

Good problem solving skills

A good knowledge of building construction, building regulations with an understanding of planning legislation and health and safety. Also, other legislation relating to construction.

Microsoft Office proficient.

ArchiCAD/CAD proficient or working towards proficiency.

Desirable - Knowledge of NBS building software

- Assessing the Health and Safety impact and risks connected to design decisions
- Commission specialist surveys
- Assist in preparing bids for tenders, and in reporting to clients and planning bodies

4. Communicate effectively

- Create a positive and professional first impression of Concertus.
- 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