

JOB DESCRIPTION

Title of the post: CAD Technician
[Permanent / Full Time]

Department: Estates and Facilities

Reporting to: Capital Projects Manager

The University

Background

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses which include a year-long industrial placement. Undergraduate and postgraduate degrees are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

Academic Provision

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Animal Studies, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews, and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive

programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies such as JCB and Marks & Spencer amongst many others.

Recognition

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables. In the period since 2011, Harper Adams has won six Times Higher Education Awards including Outstanding Fundraising Initiative (2014), and has been shortlisted for fourteen other THE awards. In 2018, the Times Higher has shortlisted the university for the prestigious title of University of the Year, putting Harper Adams in the top six universities in the country. The finals are in June 2018.

In the 2016 and 2017 Whatuni? Student Choice Awards, based on student reviews, Harper Adams took the title of University of the Year and won the Student Support and Job Prospects gold awards, plus silver and bronze in further categories. In 2018 the University was runner up for the University of the Year title and won 3 gold awards, 3 silver and 3 bronze. It is the only University to win Student Support since the awards began four years ago and has won the category for best job prospects for three years running and best courses and lecturers for two years running.

Harper Adams ranked second in the 2016 Times Higher Education Student Experience Survey. In the Times and Sunday Times Good University Guide 2017, the University was ranked 36th, the highest position yet achieved by a post-1992 university, and was awarded the title of Modern University of the Year. In 2017 it was the highest ranked modern University for the second year in a row. In the QS World Rankings for Agriculture and Forestry published in March 2018, Harper Adams was ranked second in the UK for academic reputation and second in the world for its reputation with employers.

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations. In 2013 a new teaching building and a new agricultural engineering innovation centre opened. In 2015/16 these were followed by two further buildings, one for veterinary services and one for entomology, and new halls of residence. Further new facilities opened in the period since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust. The University provides a range of training and professional development opportunities via its staff development programme.

Catering and Sports Facilities

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool and bowling green that are available for staff use during the summer period and new tennis courts have recently been developed. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

The Estates and Facilities Team

The Estates and Facilities Department provides a number of essential services to Harper Adams University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the campus and outlying properties, including:

- Undertaking and regularly reviewing a maintenance programme which takes account of short, medium and long term needs of all estates buildings and infrastructure.
- Implementing planned maintenance works identified and funded within the various maintenance programmes as well as providing reactive maintenance dealing with day-to day requirements, including the provision of an out-of-hours emergency service.
- Providing a professional, technical service to the University for the design, construction and procurement of capital projects including new buildings, refurbishment/ remodeling of existing buildings and demolitions.
- Identifying and recording the use of space and advising on ways of increasing space utilisation.
- Procuring and managing utilities and services.
- The delivery of a wide-range of customer-facing services, including: estates maintenance services, capital development, environment and sustainability management, housekeeping and laundry services, reception, security, portering and postal services.

Main Duties and Responsibilities

1. Be responsible for creating and maintaining a comprehensive set of CAD and CAFM records for both existing buildings and the wider University campus external areas.
2. Maintain records of town planning consents and statutory consents for the University campus.
3. Manage the CAD and CAFM licenses across the Estates and Facilities team, seeing that these are renewed, versions are kept up to date and providing the Head of Estates with budget requirements for license costs.
4. Be responsible for the management of the University GPS surveying equipment including the licenses, maintenance, calibration and booking out.
5. Provide CAD layouts as required including changes in space, for special events, small works and elements of larger scale capital projects.
6. Be responsibility for the effective end to end delivery of smaller scale capital projects in-line with best practice to ensure projects are managed effectively and delivered to budgets and programme including procurement and management of delivery contractors.
7. In collaboration with the Capital Projects Manager work up feasibility studies for larger scale capital projects to explore options, develop the University brief and developing initial proposals.
8. Where required by the Capital Projects Manager, carryout site inspections of capital works to check workmanship, compliance with the University requirements or to coordinate other work packages, such as furniture, with the main construction.
9. For larger scale capital works, manage external consultants provision of as-built/as-fitted information, checking the outputs against requirements and bringing into the University CAD and CAFM records.
10. Work with stakeholders across the University to plan and implement room moves or space changes including taking the brief, providing CAD proposals and managing the moves.
11. Be responsible for the departmental furniture budget and the procurement of new furniture required for replacement, required by change in space use and for new capital projects.
12. Be responsible for the new or amended wayfinding and room signage, both in existing buildings as a result of space changes and as part of capital works. Where external signage companies are required manage the both procurement and installation of signage to the University's brief.

13. Undertake measured surveys and utilisation surveys of existing buildings, updating CAD and space records on a regular basis. Identify any use of space which does not comply with legislative requirements and providing proposals as appropriate.
14. Be responsible the procurement and management of external measuring surveyors, validating the completed surveys and coordinating survey outputs with the University's existing CAD record drawings.
15. Represent the University on external professional bodies relevant to the role including AUDE Space Management Group, NWUPC Furniture Group, etc...
16. Providing reports on space utilisation internally to Senior Leadership Team and to external Government bodies such as OfS and HESA.
17. Participate in continuous professional development, keeping a detailed log of all training courses undertaken and retaining certificates to be able to evidence development upon reasonable request.
18. Maintain positive and regular close working with estate colleagues, working collaboratively to manage effective service delivery.
19. All other duties and responsibilities commensurate with the post and the salary range of the grade.

Key Requirements

- Be legal to drive University vehicles.
- Attend all training and development, as required.
- Have an up to date asbestos awareness certificate.

Personal Specification

	Essential	Desirable
Qualifications	Educated to a degree level or equivalent in a construction, engineering or surveying discipline	Holding current IOSH and/or NEBOSH certificates Asbestos Awareness Certificate
Experience	Experience of working with AutoCAD systems. Experience of undertaking space management and utilisation surveys and audits. Experience of delivery of accurate CAD information to support minor refurbishment and capital works projects.	Experience of CAFM systems and the management of asset and space records Experience of undertaking line and level surveys using tape and GPS based equipment then turning that into accurate record drawings using CAD.
Knowledge/Skills	In depth working knowledge of AutoCAD. Excellent IT skills including Microsoft Office suite of software. Strong analytical skills, be able to review and interrogate data and provide accurate and succinct reporting.	Knowledge of Autodesk Revit and other BIM software platforms. Knowledge & skill in the operation of CAFM software in respect of space management.

	Knowledge of surveying techniques.	
Personal Qualities	<p>Able to work flexibly, responsibly and effectively to deadlines with minimum of supervision. Have a flexible attitude to multi-skilled tasks to maximise operational effectiveness.</p> <p>Excellent communication skills and be able to effectively build and maintain both relationships and trust.</p>	

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

- Salary** The commencing salary will be within the range £30,942 - £33,797 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28th day of the month.
- Contract Term** This is a full time, permanent post. The employment may be terminated during the course of the contract by either party giving one months' notice in writing.
- Hours of Work** The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
- Holidays** The annual holiday entitlement is of 22 working days, plus 3 University closure days and Bank Holidays. Annual holiday entitlement rises to 25 working days with 5 years' service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.
- Sick Leave** During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
- Pension** The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
- Exclusivity of Service** You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University

(including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

Criminal Convictions The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Criminal Records Bureau check before an appointment can be made.

References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer.

Application Procedure:

Applications should be made by sending a full Curriculum Vitae and supporting statement, which clearly highlights how your skills and experience match the requirements of the role, to Jayne Weaver, HR Administrator via email at vacancies@harper-adams.ac.uk. Candidates should ensure that they provide full details of the name, postal address, email address and telephone number of two referees, including present or most recent employer.

Closing Date for Applications is midnight on Sunday 24th October 2021