

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

AutoCAD Technician

Property Strategy and Estates Department, PLACE Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To support of the effective day-to-day management of WNC's operational and non-operational (investment) property portfolio as a member of the Property Strategy and Estates team. By providing technical support to all members of the team through the production, review, and amendment of detailed AutoCAD floor and site plans on the Councils diverse portfolio of approximately 1,000 properties. This directly supports the Councils commitment to ensure that its assets are used effectively to meet service needs and align with their transformational objectives.

As an AutoCAD Technician, you will provide valuable technical AutoCAD support to the Property Strategy and Estates teams. You will lead on the preparation and management of the AutoCAD floor and site plans across the entire WNC Estate supporting colleagues to better understand and manage the properties in a cost effective and complaint manner. You will also support the delivery of key transformational activity through optimisation and property rationalisation projects (including space planning) to ensure that assets are used to deliver the best possible outcome for the residents of West Northamptonshire

Accountable to:

This role will be accountable to the Asset Records and Systems Manager. The role sits within Property Strategy and Estates Department, part of the Assets and Environment Service and the PLACE Directorate in West Northamptonshire Council.

Responsibilities:

1. To undertake physical inspections of the Councils properties on a regular basis to ensure that existing AutoCAD plans are accurate and up to date, making changes as relevant.
2. To undertake measured surveys of the Councils properties and produce professional and accurate AutoCAD plans as and when required.
3. Ensure the Councils AutoCAD plans are compliant and created to integrate with the Councils Estates Management (Terrier) system.
4. To update existing AutoCAD Plans following completion of relevant construction works.
5. To assist with property utilisation / office optimisation projects by completing desk audits and space planning exercises.
6. To prepare indicative scheme drawings to assist the Property Strategy and Estates team analyse and assess the development potential of any given site. This could also include the conversion of existing properties.
7. To support the Property Strategy and Estates Team, as well as colleagues within other service areas, to prepare Land Registry complaint plans for inclusion in legal, and other relevant documents.
8. As and when required, to support and assist with queries in relation to boundary disputes.
9. To assist the Asset Records and Systems Manager with the management of the Estates Terrier, substituting for appropriate clients as and when required.
10. To produce plans to support the delivery of the Councils Asset and Insurance valuation programme.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by [the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).]

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good written and verbal communication skills, including report writing.	Essential	A and I
Be familiar with forms of electronic Terrier systems, GIS data systems	Desirable	A and I
Ability to legally drive in the UK and have access to a car or other reasonable mode of transport to meet the needs of the role including the ability to undertake site visits	Essential	A and I
To be able to manage own workload effectively to ensure that tasks are completed as efficiently as possible	Essential	A and I
Good working knowledge Microsoft Office applications including Word, Excel and MS Teams etc	Essential	A and I

Knowledge:	Essential / Desirable	Measured by
A thorough, detailed, and up to date knowledge of AutoCAD	Essential	A, I, and D
Experience of working with all Microsoft Office applications include Work, Excel, MSTeams etc.	Essential	A and I

Relevant experience:	Essential / Desirable	Measured by
Experience of undertaking measured surveys on a wide variety of property assets.	Essential	A and I
Experience of creating AutoCAD floor and site plans	Essential	A and I
Experience of integrating AutoCAD Plans with forms of electronic terrier systems	Desirable	A and I
Experience of working with the Public Sector	Desirable	A and I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Demonstrable evidence of relevant AutoCAD training to a high level.	Essential	A and I
Hold GCSE's (or equivalent) at Grade C or higher in Maths and English	Essential	A and I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37 Hours	Primary work base:	One Angel Square
Job family band:	RT08	Worker type:	Part-flexible
Salary range:	£38,387 - £41,595	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

