Role definition

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| Job title: | CAD Manager | | |
| Reports to: | Operations Manager | | |
| Direct reports: | Multiple | | |
| Business unit: | Baker Hicks Limited | Location: | South East England |

Summary

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| Responsibility for providing Management of a team of CAD technicians/engineers in the delivery of record drawing management and configuration using Computer Aided Design, focused on Built Environment and process Plant & equipment/mechanical engineering CAD Data. The role is embedded on a client site. |

Key objectives

Principal responsibilities and accountabilities

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| * Implementing an approved process for integrating record drawing information into a configured baseline in accordance with service strategy within the client platforms. * Management of Office based & remote project-based resources. Where resources are remotely project based, this will include the need for client engagement and feedback * Ensuring efficient communication both upward & downward within a Managed Service hierarchy and customer organization. * Ownership of a performance measurement and reporting process and analysis of trending and implementation of action required to maximize performance * Ownership and management of project budgets to ensure efficient profitable delivery through regular task reviews and application of robust project controls * Managing CAD resources in terms of availability, suitability and utilization to meet programme requirements. * Integration of CAD resource requirements into overall service programme and assistance in creation of overall service schedule. * Oversight and management of estimating process * Overall responsibility for quality and production of CAD deliverables and information produced by the teams in accordance with client standards * Develop, Implement and monitor CAD standards and procedures to meet client requirements and provision of training and supervision of in-house CAD team * Identify opportunities and recommendations for increasing workflow efficiencies to promote and deliver continuous improvement through People, Processes & Technology * Recommend best practices for solutions to meet customer requirements * Provide leadership and vision to the team including guidance and direction to ensure operational and technical excellence. |

Person specification

Qualifications and training

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| Holds HNC/D in a relevant engineering subject or equivalent. [[1]](#footnote-1)  Must be willing to complete security clearance, potentially up to DV level. |

Technical skills and experience

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| * Understanding configuration for asset lifecycle management * Demonstrate an understanding of technical standards and regulatory requirements for data management * Expert knowledge of common data environment and Electronic Data Management Systems including Hierarchical data structure * Proven capability in managing CAD teams in a client environment * Control and management of CAD datasets and processes in a collaborative environment * Experience of the engineering / product design industry * Working knowledge of Autodesk suite of products specifically AutoCAD and Inventor * Good interpersonal oral, written and presentational skills associated with report creation and scope documentation * Good technical and management skills including problem solving and decision making * Commercial awareness ensuring that the team operates efficiently whilst making a profit * Clear, concise and unambiguous exchange of information with others. * Proactive and motivational whilst commanding respect from all stakeholders through technical and personal credibility * Able to listen to others to identify their needs and objectives in a given situation * Able to challenge and question appropriately. * Capable of influencing a team, working effectively with others towards common goals. * Self-motivated * Professional in dealing with clients and customers * Leads by example – mindful of the shadow cast |

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| NAME | DATE |
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1. Significant or specific experience may be considered in lieu of qualifications. [↑](#footnote-ref-1)