Role definition

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

Summary

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| A member of the BakerHicks Managed Service Team reporting to and supporting the Operations Manager. 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.
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Person specification

Qualifications and training

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| HNC/D in a relevant engineering subject or equivalent. [[1]](#footnote-1) |

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