



## Candidate Information

<b>Position:</b>	Assistant Estates Manager (AutoCAD and Estates Records Management)
<b>School/Department:</b>	Estates
<b>Reference:</b>	18/106803
<b>Closing Date:</b>	Monday 1 October 2018
<b>Salary:</b>	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Tuesday 9 October 2018

### JOB PURPOSE:

To assist Estates Managers in the design and implementation of innovative building architecture solutions together with providing expertise in the design and operation of the system for data curation for the University estate. To provide professional support in AutoCAD/REVIT based software platforms, assist in design exercises and feasibility studies and develop detailed presentation material. Engage with end users or stakeholder groups to refine options and be responsible for the co-ordination and upkeep of the University core spatial management system.

### MAJOR DUTIES:

1. Provide a specialist professional architectural and computer aided design function to Estates Managers/Assistant Estates Managers to support informed decision making in the overall development of the estate.
2. Manage the overall data export/import from AutoCAD and Revit to the spatial management system (Micad) together with overseeing the overall utilisation of Micad across the University, in doing so work closely with the Estates IT Systems Manager to develop and implement relevant protocols.
3. Using a sound understanding of the built environment; carry out detailed design exercises/feasibility studies, help assess complex situations and problems and test these solutions where they may not be obvious.
4. Responsible for the provision of presentational material/3D imagery utilising relevant software platforms to support Estates Managers.
5. Responsible for the management process to ensure that the primary spatial data storage and spatial analytical system is correctly populated with relevant data. Manage the room survey process, carry out relevant analysis on the results and present these as necessary in a coherent understandable way.
6. Responsible for carrying out regular audits of the spatial data storage and analytical systems, correct and adjust errors. Using an understanding of the evolving estate, plan the implementation of changes to systems to ensure relevant data is made available across all Estates information platforms.
7. Present results and put forward recommendations through the provision of advice, briefings, presentations or written reports, to facilitate the interpretation of specific issues/problems and support decision making.
8. Keep up to date with developments pertaining to the relevant professional field of interest and the University estate sector generally. This will include appropriate continuing professional development.
9. Ability to work under own initiative with minimal supervision.
10. Any other reasonable duties within the general remit of the post.

### Planning and Organising:

1. Plan and develop own work schedules over the short to medium term with an awareness of longer term issues.
2. Contribute to larger projects as part of a project team.
3. Plan, allocate and apply monitoring procedures for work allocated to consultants and contractors, both on a short and medium term basis, by applying relevant professional knowledge of architectural design.

### Resource Management Responsibilities:

1. Assist in the planning of resources within the area of responsibility to ensure that they are effectively managed and monitored.

2. Advise on the cost/benefit of new and existing technologies relevant to own field of expertise.
3. Oversee resources and offer input into the resource planning process to ensure that finances are appropriately and efficiently managed and monitored within own expertise.

**Internal and External Relationships:**

1. Attend internal and external meetings to ensure that relevant issues are appropriately represented and reported.
2. Liaise with key contacts to ensure appropriate integration, collaboration and understanding.
3. Liaise with external suppliers, consultants and other third parties.

**ESSENTIAL CRITERIA:**

1. Completion of a degree in architecture together with a minimum 2 years relevant experience in Architectural/Engineering professional services environment.  
OR
2. HNC or equivalent level education in Engineering/Architectural Technology together with a minimum of 3 years relevant experience in Architectural/Engineering professional services environment.
3. Min 2 years relevant Experience of AutoCAD or REVIT software platforms in an Architectural or Engineering environment.
4. Good working knowledge of Information Technologies – Databases, Spreadsheet Models and MS Office.
5. Understanding of data management systems, area scheduling and coordination of spatial information in a building/construction environment.
6. Ability to interpret data and present with clarity and accuracy using a range of methodologies.
7. Good communication skills both oral and written.
8. Effective interpersonal skills.
9. Able to respond flexibly, under own initiative, to meet changing priorities.
10. Valid Driving Licence.
11. Willingness to work irregular hours.
12. Adhere to the University's Core Values in all activities.

**DESIRABLE CRITERIA:**

1. Membership of an appropriate professional body.  
(ARB/RIBA/MIAT)
2. Working knowledge of other design software packages such as PHOTOSHOP, SKETCH-UP etc.
3. Prior experience with MiCAD Space Management Software.
4. Ability to write reports and make presentations.