



Role Title	Junior CAD Technician				
Job Family	Property and Construction	Sub Category	Computer Aided Drafting	Grade	TPB3
Behaviours	<ul style="list-style-type: none">Making Effective DecisionsChanging and ImprovingDeveloping Self and Others				
Purpose	Gather information and produce technical drawings for small and medium sized projects while training.				

Key Accountabilities	
<ul style="list-style-type: none">Produce AutoCAD and REVIT drawings to a high and consistent standard under supervisionSupport the team in liaising with internal and external customers for all design drawing related activitiesSupport the team in the management of the AutoCAD and REVIT templates and standards for all drawings producedAssist in ensuring that all design drawings conform to the correct security classifications and that plans and drawings are stored appropriatelyLiaise closely with the in-house technical disciplines to ensure drawing information is correctly co-ordinated	cccccccccccc

Authority and Scope	Internal and External Communications	Potential Next Career Moves
<ul style="list-style-type: none">Work to achieve a Utilisation rate of at least 70% and to complete all trainingEnsure all relevant policies and processes are followed	<ul style="list-style-type: none">Other team members to coordinate workOther technical disciplines to incorporate their views into drawingsFCDO Security Advisors to incorporate their requestsInternal and external customers on drawings	<div><div>Next Role</div><div>Current Role</div><div><div>CAD Technician</div><div>Current Role</div></div></div>

Skills	Qualifications, Knowledge and Experience	
<ul style="list-style-type: none">Draft/author professional/technical documentsInterpret professional/technical documentsService reportingMicrosoft Office Suite	<div>Essential<ul style="list-style-type: none">Ability to produce drawings using AutoCAD and REVIT softwareEffective written and oral communication skillsAn understanding of construction processes and a keen interest in building designAwareness of the importance of good drawing and document controlLevel 2 qualification, equivalent to 5 GCSEs Grade A-C, including maths and EnglishIT & Microsoft Office literacy</div>	<ul style="list-style-type: none">c