### JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Computer-Aided Design – Technical Support</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Estates</td>
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<td><strong>Grade:</strong></td>
<td>6</td>
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<td><strong>Accountable to:</strong></td>
<td>Strategic Space Manager</td>
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#### Purpose of the Post
To facilitate and manage the day to day drawing production, alterations, distribution and archive control.

#### Key Tasks

A) Manage the successful delivery of survey provision, drawing production, alteration of existing information, design information as required and provide CAD support. Maintain an up to date RHUL campus wide drawing register, develop, implement and enforce CAD standards.

B) Schedule drawing completion and ensure that this information is properly archived whilst maintaining synergy with the CAFM system. Evolve the process of ensuring that the CAFM drawings are the same as development drawings.

C) Assist with self-audit and quality control of all documents, drawings, and standards subject to regulatory scrutiny. Working with the project teams, provide input for use by space planners, architects, engineers, and project managers and oversee document corrections and changes required to pass audit. Help support audits by regulatory agencies and other authorities having jurisdiction.

D) Order & maintain print & plotter supplies including servicing and machinery maintenance. Supply technical support for all CAD software, maintain CAD Software and licence inventory. Review and agree protocols with IT department.

#### Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### Internal and external relationships
Internal:  Projects team, CAFM administrator, Space Management Team

External: External PM's, Contractors