

Position Description

Facilities Systems Drawings Coordinator

Position No:	50144716
Organisation Unit:	Master planning, Sustainability & Systems
Faculty:	Infrastructure & Operations
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	3 Year Fixed
Position Supervisor: Number:	Facilities Systems Senior Coordinator 50039211
Reports positions: Level:	Nil
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Faculty/Division - <http://www.latrobe.edu.au/io>

For enquiries only contact:

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Position Description

Facilities Systems Drawings Coordinator

Position Context

The Facilities Systems Drawings Coordinator coordinates all aspects of drawings management within I&O including computer based architectural documentation services and spatial data associated with sites, buildings and underground services. Drawings and the spatial data is vital in all I&O services to effectively support the achievement of University goals.

The role works alongside specialist professional colleagues (from a diverse range of disciplines), contributing to the delivery of an integrated and evolving range of support services provided by Facilities Systems.

The position sits within the Facilities Systems area which is under Master planning, Sustainability & Systems department. The position is responsible for delivering drawings and facilities system services across all University locations. The Facilities Systems Drawings Coordinator reports to the Facilities Systems Senior Coordinator and works with other staff within the I&O Division, including Operations & Maintenance department and Project Design & Delivery department.

This position has University wide responsibilities, is based at the Melbourne Campus (Bundoora). The Infrastructure and Operations Group operates in a manner that supports the La Trobe values and achievement of identified business objectives. In providing tailored and quality services, all teams within the Infrastructure and Operations Division are expected to work collaboratively and provide cross functional team support at all times.

Key Areas of Accountabilities

- Creation of, conversion, preparation, publication and maintenance of Architectural base floor plans using AutoCAD software in accordance with Facilities Systems Drawings processes and University CAD standards.
- Maintain up-to-date 'as-built' data records of physical assets including sites, buildings, underground services and maintenance manuals.
- Maintain and update all the drawings processes, templates and layer standards with the guidance of the Facilities Systems Senior Coordinator.
- Assist in production and maintenance of all the campus maps including Fire Services drawings, Evacuation Diagrams and Hazardous goods manifest.
- Assist with any service enhancements related to the Archibus space management and AutoCAD systems, ensuring the linking mechanism between Archibus and drawings are maintained and updated appropriately.
- Maintain space information (in Archibus), ensuring as-built drawing data is reflected within the Archibus Space Management module in a timely manner including notifications to relevant stakeholders in accordance with the Facilities Systems processes.
- Liaise with I&O Project Managers and external consultants to provide accurate drawings and templates for I&O projects
- Ensure the drawings and As Built documentation received from Project Managers meet agreed drawing standards.
- Assist the Facilities Systems area with building 3D models of the campuses and identifying task/process improvements and workflow coordination to link Archibus spatial information.
- Assist the Facilities Systems Senior Coordinator with identifying process improvements and workflow coordination services across drawings and spatial data management practices.

Key Selection Criteria

- Completion of a diploma or degree qualification in Architecture, with at least two years subsequent relevant experience or an equivalent combination of relevant knowledge, training and/or work experience.
- Demonstrated experience using AutoCAD and Revit software in the design and/or maintenance of Architectural drawings and/or building services drawings with a very high degree of accuracy.
- Demonstrated experience in computer-aided drafting and database applications and their integration for the management of spatial data with a very high degree of accuracy.
- Demonstrated organisational skills with the ability to prioritise tasks and meet competing deadlines.
- Demonstrated use of problem solving abilities in obtaining and collating relevant information from a diverse range of sources with minimum supervision.
- Excellent computer skills with advanced knowledge of MS Word, Excel, PowerPoint and the internet.

Desirable Attributes

- Experience in GIS applications and tools like ArcGIS to integrate GIS data to AutoCAD/Revit drawings.
- Experience in latest version of AutoCAD, Revit and LISP scripting.
- Experience with Archibus drawing publishing.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Additional Information

This role will require the successful applicant to be based in the office due to the specialised hardware requirements and stake holder interactions.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: