



Make
it matter.

POSITION DESCRIPTION

CAD/BIM Specialist

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional 6

G - Administrative, Clerical, Computing, Professional & Research Staff

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NOT SHIFTWORKER

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31 July 2024

Position Summary

The CAD/BIM Specialist will be responsible for maintaining the architectural drawings of the university up to date, assisting with test fits and improving the graphical standards, under guidance. This position will work directly with the Asset Strategy team in Estate Management for deployment of projects at UNSW. An understanding of design software is necessary.

The role of CAD/BIM Specialist reports to the Space Data Manager and requires collaborative engagement with internal (Estate Management units) and external (Faculties and Divisions) customers. This role has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Ensure floorplans are regularly reviewed and updated in CAD and PDF format for internal Estate Management teams
- Establish and maintain collaborative stakeholder relationships with Project and Development teams and UNSW IT, ensuring graphical standards of UNSW are followed in drawings
- Assist with the preparation of documentation on the spatial database (Data Dictionary, Reporting constraints and limitations)
- Guided support in preparation of drawing standards and manuals for drawings

- Proactively review and maintain the CAD library of assets and BIM library of built assets.
- Ensure the CAD drawings received and maintained follow UNSW Architectural CAD drawing standard. drawing standards
- Undertake space audits, ensuring audit paperwork is accurate and kept up to date.
- Assist in the preparation of floorplans for Asset Strategy and other teams with specific visual, data and graphical (2D and 3D) representations
- Provide design support to project teams by developing test-fit drawings
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Degree in Civil Engineering, Architecture or Building/Project Management or related discipline and/or demonstrated experience in drafting and design work related to construction.
- Proficiency in relevant CAD/BIM computer applications applicable to drafting and design plans for construction.
- Demonstrated knowledge of MS Office package.
- Excellent interpersonal, written and verbal communication skills, with proven ability to establish effective working relationships.
- Demonstrated high level written communication, negotiation and issue resolution skills and the capacity to exercise initiative in respect of space management issues.
- Demonstrated attention to detail and the ability to prioritise multiple tasks and competing deadlines.
- Experience in drafting and design work.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.