

**JOB TITLE: CAD OFFICER**  
**GRADE: H7- H9**  
**REPORTS TO: DATA SERVICES MANAGER**  
**TEAM: DIGITAL SERVICES**  
**DEPARTMENT: COMMUNITY PROTECTION**

## **Purpose of the Job**

Working across Community Protection, to produce accurate, high quality plans, tracings and drawings of buildings, layouts etc. using computer aided drawing equipment and sketches, charts or other visual aids. To act as a custodian of the CPD Gazetteer Management System. To assist and deputise for the GIS Analyst as required.

## **Main Areas of Responsibility**

- Production of accurate, detailed CAD drawings in relation to fire investigations, arson co-ordinations, legal notices or proceedings and site-specific documents for display on mobile data terminals.
- Act as one of the custodians of the corporate gazetteer management system.
- Survey premises when required to enable the production of accurate drawings.
- Maintain an efficient and effective library filing system of plans and drawings.
- Produce risk maps and other spatially enabled data sets as required by professional staff using GIS mapping software.
- Support CPD staff in assessing the quality of the GIS data set, producing plans in response to change or initiating such from third party suppliers.
- Implementing change to the GIS data set to produce integrated data sets linked to information systems
- Identify and collate digital data sets and maps, convert or manage conversion by third parties into other digital formats. Index, maintain and make available the data sets.
- Assisting in the preparation and development of regular statistical reports as requested by all service departments through the primary use of GIS.
- Support the preparation and development of risk based reporting as required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

- Proven experience in using AutoCAD
- Experience of MapInfo and CadCorp is desirable.
- Must possess strong communication and organisational skills
- Able to assimilate data from multiple sources into map-based presentations
- Have a good knowledge Excel data manipulation techniques
- Experience of using CAD programs in relation to surveying and drawing of buildings
- Experience of using GIS in an analytical role
- Strong organisational skills required with the ability to meet challenging deadlines
- Confident working both on own and within a team environment
- Motivated and able to show a good degree of initiative
- Quickly pick-up and develop, with training, new software skills
- Proven research and complex problem solving abilities
- Knowledge of ISO2000, ISO27001, ISO22301 and ISO31000.
- Knowledge of Freedom of Information Act 2000
- Works under general direction within a clear framework of accountability.
- Influences team, and specialist peers internally.
- Decisions influence success of projects and team objectives.
- Demonstrates analytical and systematic approach to problem solving.
- Sound understanding of current technologies and the leveraging of ICT to deliver business benefits
- Able to absorb rapidly new technical information and apply it effectively.

## **QUALIFICATIONS**

- Educated to at least A-level standard, preferably a graduate in geographical data management and analysis, or with equivalent experience
- Knowledge and skills in the operation of CAD and GIS equipment, including computer hardware, plotter/printer setup

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.