ACHIEVE YOUR EXCELLENCE, TOGETHER

a.r.u. | Anglia Ruskin University

Discover excellence like you've never known it before. At ARU, you'll be part of a community that celebrates who you are, champions new ideas, and inspires greatness. Combining individuality with collaboration, you'll be given the tools and support to achieve your aspirations, all whilst making a collective impact on the world around you.

ESTATES & COMMERCIAL SERVICES

Job Description

Job Title:	AutoCAD Technician
Grade:	5
Job Family:	Technical
Work Base:	Chelmsford or Cambridge
Hours of Work:	Part-time (22.5 hours per week)
Managed by:	Business Information Manager
Line Manages:	No direct line management responsibility
Relationships and Contacts:	ARU Staff, External Bodies and Organisations, Key Stakeholders
Job Purpose:	Work with the Projects, Space Management and Facilities Management teams to ensure AutoCAD drawings meet relevant standards and regulatory requirements and are accurate, consistent and error-free. Ensure drawings within the Space Management System are maintained accurately and kept up to date to support effective space planning and reporting.

What You'll Be Doing

Act as the Estates & Commercial Services technical drawing specialist by providing support and coordinating activities between Design, Facilities Management, Space Management and Business Information teams to ensure the effective delivery of technical drawing services.

Maintain master drawings in accordance with the ARU layers protocol and ensure they are updated and available in a timely manner to support operational requirements.

Review and interpret technical drawings to ensure compliance with design, industry, regulatory and health and safety standards and protocols.

Collaborate with project and design teams to ensure drawings are accurate, precise and developed to the required standard, taking action where necessary to support effective delivery.

Provide specialist advice, reports and innovative solutions to senior management to address issues identified through audits and improve technical drawing processes and standards.

Plan and undertake quality assurance checks to identify discrepancies, resolve inconsistencies and ensure technical drawing protocols are applied to the required standard.

Develop recommendations within the area of technical drawing expertise to support Estates & Commercial Services design policy and strategic objectives.

Produce and maintain polyline and floorplan drawings within the Space Management System to ensure accurate space calculations and effective space reporting.

Maintain and update drawings for Estates Hazard Profiles, Building Safety Case Reports and Building Logbooks to ensure Estates documentation remains current and compliant.

Maintain accurate drawing records and filing systems in accordance with Estates file management protocols to ensure effective document control and accessibility.

Conduct site visits, surveys and audits to verify building information and ensure master drawings accurately reflect room and floor plan changes.

Maintain expertise in AutoCAD and industry developments and provide training and guidance to colleagues to improve technical capability, efficiency and drawing standards.

Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.

Comply with Equity Diversity and Inclusion, Safeguarding, Health & Safety and Sustainability responsibilities as detailed in our policies and procedures.

Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

November 2026

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AutoCAD Technician

Person Specifications

	Essential	Desirable
Academic/ Professional Qualifications	Degree and appropriate level of experience and evidence of continuing professional development relevant to the role OR Part qualified in a relevant professional qualification and appropriate level of experience and evidence of continuing professional development	Higher degree Relevant professional qualification at post graduate level (chartered where appropriate
Experience	Relevant hands-on experience of using AutoCAD software to create and maintain 2D technical drawings Experience of reviewing and interpreting drawings to ensure they meet design standards and regulations	Experience of working within a large multi-site organisation
Knowledge/ Skills	Ability to read and translate technical drawings Proficiency in AutoCAD software to create and maintain technical drawings Ability to transfer, display and manipulate work using Microsoft Office and other applications Excellent attention to detail with the ability to create accurate and precise drawings Good communication skills with the ability to collaborate across various teams and stakeholders	Knowledge of Space Management systems (eg. MRI Centrestone, Archibus, PlanOn)

	Essential	Desirable
	Organisational and time management skills to meet deadlines Ability to communicate clearly and effectively, both verbally and in writing Ability to navigate complex situations effectively and determine the best course of action	
Personal Attributes	Ability to provide timely, effective and courteous support and service Proactive approach to addressing challenges and seeking solutions Commitment to achieving shared goals through quality and collaboration Ability to view challenges as growth opportunities, supporting others to overcome obstacles Ability to build and maintain positive relationships with diverse individuals Ability to make reasoned decisions	
Other	Commitment to own continuous personal and professional development Committed to our University's values Compliance to our equity diversity and inclusion, safeguarding, health and safety, and sustainability policies and procedures Compliance to Data Protection Act 2018 and GDPR principles/ requirements	