

**Role:** Draughtsperson  
**Location:** Banbury  
**Reports to:** Drawing Office Manager  
**Direct Reports:** None

### **Primary Purpose**

To produce technical drawings to enable the workshop team to accurately fabricate the correct materials for our customers/projects.

To work with the architectural drawings and translate this into a technical drawing that can be used and understood by the site installation team when constructing the build or installing the design for the end customer.

### **Key Responsibilities**

- Liaise with architects, engineers, site managers to ensure drawing requirements are complete and any changes documented.
- Collaborate with estimators about architecture and engineering drawing and estimator's quotes for requirements of project and any updates required.
- Compare architect drawing with engineering drawing to ensure consistency.
- Edit technical draughts based on the recommendations of project engineers and architects.
- Outline the project's construction process on the technical drawings.
- Liaise with Drawing Office Manager to have drawings checked and approved before issuing drawings to the workshop.
- Ensure all information is provided on drawings to ensure useability.
- Ensure materials lists is provided with drawings and given to Operations Manager.
- Use relevant computer-aided design software to create technical drawings.
- Transfer CNC files from software to the Drawing Office Assistant to programme plasma machines correctly.

### **Behaviours**

- Strong communication skills, ability to influence across all levels of the organisation.
- Professional, approachable and flexible.
- Team player, works effectively with colleagues across all functions.
- Ability to adapt quickly to changing priorities.
- Strong work ethic, proactive nature to get things done.
- Demonstrates energy and a positive attitude.

### **Professional Skills:**

- Must be highly numerate with the ability to analyse data.
- Critical thinking skills with the knowledge and aptitude, ability to spot problems and resolve problems.
- Must have a high level of attention to detail.
- Ability to adapt quickly to changing priorities.
- Strong listening skills.

- A Growth Mindset to take on feedback and continue to develop professional skills as a draftsman.
- Inquisitive nature, willing to question requirements of project.

**Experience/Education/Qualifications:**

- Knowledge of the Steel, Construction Industry to enable understanding of client requirements and to question/probe further where required.
- A relevant degree or experience in structural engineering or similar, related subject in drawing/design.
- Preferred experience using drawing software such as Tekla or Autodesk Advanced Steel drawing software.
- Experience with AutoCAD drawing.
- Design experience.