



## Gwasanaeth Tân ac Achub Gogledd Cymru North Wales Fire and Rescue Service

### JOB DESCRIPTION

<b>POST TITLE</b>	Computer Aided Designer	<b>POST REF</b>	B675 / A20
<b>DEPARTMENT</b>	Operations Department	<b>DATE</b>	20/02/2018
<b>REPORTS TO</b>	Operational risk Planning & Resilience Manager	<b>SALARY GRADE</b>	NWFRS 4
<b>LOCATION</b>	Headquarters, St. Asaph	<b>HOURS PER WEEK</b>	14.8

#### OVERALL JOB PURPOSE

**GRAPHIC DESIGN:** Produce, create and design media projects for all Service departments.

**AUTOCAD:** To produce building plans for inclusion in fire investigation reports and for business fire safety purposes utilising appropriate software.

**GEOGRAPICAL INFORMATION SYSTEM (GIS):** Effectively and efficiently administer hydrant and water supplies reference.

**SITE SPECIFIC RISK INFORMATION (SSRI):** Utilising appropriate software to produce hazard information maps for use on Fire Service Appliances and Software.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

##### GRAPHIC DESIGN

1.	Create and produce finished artwork for publicity purposes, presentations, instructional and website uses across the Fire and Rescue Service.
2.	Create, design and produce a wide variety of work including posters, leaflets, booklets, brochures, activity books, original artwork and illustrations, adverts for newspapers and internet, certificates and informative maps.
3.	Taking or sourcing copyright free photographs or taking own suitable high resolutions digital photos for artwork.
4.	Designing and Producing print and web ready artwork and digital 2D animation for internal departments and external agencies.
5.	Creating and adding to a library of original illustrations for graphic design and web uses for NWFRS and external agencies.
6.	Comply with current copyright law in relation to accessing photographs for design work.

<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>	
<b><u>AUTOCAD</u></b>	
1.	To have a competent knowledge and use of 2D AutoCAD software.
2.	To produce plans and upload/compress images for fire investigation and business fire safety purposes.
3.	Full responsibility for maintaining all records of completed plans and miscellaneous work. Ensuring all this information is up to date and readily available.
4.	Liaise with appropriate staff regarding the interpretation and details of plans and keep them informed of changes and updates.
5.	Ensuring all work meets deadlines, working unsupervised and prioritising own workload.
6.	To keep abreast of all new updates to the system, undertaking training courses determined to be relevant to the post. Attending user group meetings for informal/formal training sessions.
7.	To print out completed plans fire safety legislation and fire investigation reports. Organising copies of plans and drawings to be sent to outside organisations when requested, either electronically or as paper copies.
8.	To ensure all stock and relevant equipment is maintained and re-ordered when necessary.
9.	To provide cover for other Computer Aided Designer whilst on annual leave.
10.	Full responsibility to convert existing AutoCAD plans into required format and upload to appropriate system and scanning hard copy architectural plans for conversion to electronic format.
11.	Instruct new Computer Aided Designers on NWFRS functions of AutoCAD.
<b><u>GEOGRAPHICAL INFORMATION SYSTEM (GIS)</u></b>	
1.	Responsibility for the administration, maintenance and the upkeep of the hydrant GIS system. Inputting hydrant data and keeping all information up to date and readily available.
2.	Monitor and report as appropriate on the effectiveness of the programme of hydrant re-inspections, new schemes and the reporting of defects and repairs.
3.	Attend liaison meetings with water authorities and progress and develop meetings with GIS companies as necessary.
4.	Print out GIS plans for both operational and non-operational purposes.
<b><u>SITE SPECIFIC RISK INFORMATION (SSRI)</u></b>	
1.	Produce site plans in JPEG format on request for upload onto relevant systems and fire appliance.

**SUPERVISORY RESPONSIBILITY**

None other than to assist new members of staff.

**FINANCIAL RESPONSIBILITY**

None.

**CONTACTS OUTSIDE OWN SECTION**

- Telephone and email contact with external companies in relation to design work and for clarification of printing requirements.
- Telephone and email contact with AutoCAD users, architects, technicians in other services and organisations.
- Communication with various departments across the Service in relation to graphic design, AutoCAD related work and GIS mapping.

**LANGUAGE REQUIREMENTS**

The ability to communicate in Welsh - Level 2 – Requires that you can;

- Understand the gist of conversations in work.
- Respond to simple job-related requests and requests for factual information.
- Ask simple questions and understand simple responses.
- Express opinions in a limited way as long as the topic is familiar.
- Understand instructions when simple language is used.

**EMPLOYMENT CHECKS / SPECIFIC REQUIREMENTS**

Basic DBS.

**MANDATORY TRAINING**

None.

**OTHER**

Working indoors in an office environment with a requirement to visit sites occasionally and various stations and departments throughout North Wales.

**PERSON SPECIFICATION**  
**Assessment for recruitment requirements and competencies**

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<b>QUALIFICATIONS, KNOWLEDGE, EXPERIENCE</b>	<b>ESSENTIAL</b>
	The qualities without which a post holder could not be appointed
	<ul style="list-style-type: none"> <li>• Educated to a minimum of HND level or equivalent qualification in graphic design, multimedia or art and design, or an equivalent amount of relevant experience.</li> <li>• Working Knowledge of Adobe professional graphic design software, Photoshop, Illustrator and InDesign.</li> <li>• Knowledge and familiarity with industry standard terminology and printing processes.</li> <li>• Working knowledge of Microsoft Office.</li> <li>• Knowledge of interact media software.</li> </ul>
	<b>DESIRABLE</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria
	<ul style="list-style-type: none"> <li>• Knowledge of GIS.</li> <li>• Knowledge of basic 2D digital animation.</li> </ul>

<b>SKILLS</b>	<b>ESSENTIAL</b>
	The qualities without which a post holder could not be appointed
	<ul style="list-style-type: none"> <li>• Have a proactive self-motivated approach, with the ability to work as part of a team or on own initiative, unsupervised for most of the day.</li> <li>• The ability to make independent design decisions in relation to design briefs, prioritise workloads and meet tight deadlines and to respond positively under pressure.</li> <li>• Very good organisational and communicational skills.</li> <li>• Full driving licence.</li> </ul>
	<b>DESIRABLE</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria
	<ul style="list-style-type: none"> <li>• Ability to speak Welsh.</li> </ul>