

Role Summary

The position is responsible for offering the modelshop team with essential CAD support; the candidate will be responsible for creating and manipulating CAD drawings for modelshop staff to assist in all stages of design, fabrication and construction of models. (Including all Rapid Prototyping) There will be a requirement to be able to work independently and as a part of an effective team. The position requires a high degree of responsibility, discretion and confidentiality.

Role Definition

Job Title: Modelshop CAD Support

Reporting to: CAD Support Manager and Assistant Head of Modelmaking on a day to day basis and ultimately to Head of Modelmaking

Responsibilities

- Work closely with the Modelshop to assist in all stages of design, fabrication and construction of models
- Maintain an up to date knowledge of software used within the Practice for project work and ensure appropriate deployment
- Ensure the available software application tools are applied appropriately by Modelshop team members
- Ensure all modelshop data is logged, filed and updated correctly
- Under direction from CAD Support Supervisor help develop Modelshop team members' IT skills and provide informal training when required
- Provide front line support to modelmaking team members in conjunction with IT team
- Maintain personal IT skills, evaluate new software releases and be aware of new developments in the IT industry
- Assist with preparing exhibitions and presentations both within the campus, and on external, sometimes international, locations.
- Develop and enforce health and safety protocols specific to the model shop.
- Follow and monitor safety measures and modelshop protocols at all time to prevent accidents and ensure compliance with relevant regulations. Due to the nature of this position there is a requirement to take instructions and assist Workshop Managers, Project Supervisors and Senior Modelmakers in all aspects of daily duties
- To contribute, or otherwise assist, as required
- Thorough knowledge of and compliance with Foster and Partners procedures and standards
- Undertake other ad hoc duties as may be required from time to time
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.

Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally to work in the country in which the position is based
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks

- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure [while always remaining calm and professional]
- Able to work as part of an effective team assisting and supporting team member
- Experience to a very high level of one (or more) 3d CAD package(s) Microstation, AutoCAD, Rhino and a good understanding of CAD CAM software.
- Have an Industry recognised HND qualification or degree in the relevant field
- Able to demonstrate a good knowledge of workshop machinery including laser cutting 2 and axis 5 CNC programming and RP technologies
- Able to understand architectural drawings and quickly decipher relevant information required
- Able to develop an advanced knowledge of the Computer Aided Design software used within the Practice
- Willingness to assist others and learn new skills
- Appreciation of, and commitment to, the business of the Practice
- Empathy with a creative environment
- Due to the nature of the position and the requirement to meet deadlines there will be a requirement to work additional hours as necessary
- Specialist in one or more of the following programs: Magic's, Solidwork's, Grasshopper, Robot programming
- Experience in graphics softwares such as Adobe suite packages
- High level of accuracy and ability of modelmaking skills
- Advanced understanding of Modelshop computer software
- An understanding of geometry and its impact on architecture
- Understanding of the potential of computer aided design software not currently used within F+P
- Written approval must be obtained from Modelshop Partners prior to any data/information being exchanged externally to Foster + Partners
- Able to use relevant tools, machinery and power equipment within the H&S guidelines as necessary for the completion of projects

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.