

Position Description (HR008-21)

This form relates to the following procedure: (HR008) Position Descriptions Procedure

This form also relates to the following other forms: Nil

Draftperson

Business:	M & N Enterprises Pty Ltd, trading as Playscape Creations	Employment Status:	Full Time
Team:	Design and Engineering	Location:	1/553 Boundary Rd, RICHLANDS QLD 4077

OVERVIEW

The Draftperson is responsible for servicing the design needs of Playscape Creations by assisting with Project and Product development documentation. Playscape Creations relies on the Draftperson to assist the Head Designer and Project Engineer with all Product and Project documentation including: 2D plans, Specification Sheets, Installation Guides and Construction Drawings.

MAIN DUTIES/RESPONSIBILITIES

- Supporting the Sales Team by creating 2D plan layouts, specification sheets, and construction drawings to be used in concept and detail design packages.
- Supporting the Head Designer and Project Engineer with design documentation of all propriety equipment items.
- Supporting the Construction Team by preparing CAD files and set-out plans with correct measurement and relevant information for construction.
- Supporting the Marketing Team with producing drawing files suitable for specification sheets
- Carrying out variations to existing drawings
- Maintaining strong document control
- Compiling bill of quantities information to assist both project and product cost processes
- Continuously updating the product library and ensure all relevant drawing standards are applied

ROLE REQUIREMENTS

Qualifications and Experience

For this role the following qualifications/experience are required:

- Qualified drafter with a minimum of 3 years of demonstrated AutoCAD drafting experience
- High level of experience with AutoCAD, Rhino and Enscape
- Good level of experience Adobe suite such as Photoshop and InDesign
- Excellent attention to detail and appropriate technical aptitude.
- Enthusiasm to learn be flexible with ideas, concepts and processes
- Good knowledge of MS Office, databases and information systems
- Experience in complying with an AutoCAD quality management system, work practices and procedures

Skills

The Draftperson must be able to demonstrate the following skills:

- Strong organisational skills with the ability to meet deadlines and work under pressure
- Good communication and interpersonal abilities with the ability to work within a team environment as well as autonomously
- A proactive and innovative approach to problem-solving
- Accountability for the accuracy and completeness of drawings
- Ability to work autonomously with minimal supervision

Knowledge

The Draftperson, will be provided training, therefore, must have proficient knowledge in the following areas:

- Comprehensive knowledge of all products and Industry Standards
- Comprehensive knowledge of the construction processes, terminology and documentation
- Comprehensive understanding of administration procedures
- Comprehensive understanding of AutoCAD filing and drawing procedures
- Comprehensive understanding of internal customer service expectations

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KEY PERFORMANCE INDICATORS (in line with the Strategic Plan)

Company Strategic Goals	Overall KPIs	Individual KPIs
Financial	<ul style="list-style-type: none"> Meet set sales targets for each Service Category in line with the Company Vision Departments are financially accountable 	<ul style="list-style-type: none"> Demonstrate an awareness of all service category targets in order to cross promote and assist with sales development Commit to embracing innovation and looking for new ways to create efficiencies and reduce overheads. Actively communicate with your Manager regarding workloads and needs. Embrace continuous improvement through learning and actively seek opportunities to pursue further professional development.
Customer	<ul style="list-style-type: none"> To work with customers on projects that match our mission and will deliver our financial objectives To develop a marketing strategy to promote innovation and project successes to acquire and maintain the right customers 	<ul style="list-style-type: none"> Actively contribute to the monthly newsletter Actively contribute to the monthly project promotional documentation. Actively contribute to and promote the weekly social media posts
Internal/ Business Processes	<ul style="list-style-type: none"> To systemise what we do and utilise technology to create efficiencies and strengthen our capability for growth. To advance an independent manufacturing arm encompassing design, documentation and marketing objectives. To consider Health, Safety and Environment (HSE) within every aspect of what we do every day. 	<ul style="list-style-type: none"> Creating and submitting to QMS one, process/tasks procedure for my role, a month. Embracing and developing my skill set as IT progressions are made. Participating in reviews of variances between 'estimates VS actuals' for: <ul style="list-style-type: none"> Cost estimates, and Deliverable timelines Assisting with the creation of one consistent product library for all ports of PSC to use and sell from. Assisting with the creation of a standard set of construction delivery documents that will allow for all PPA products to be built in any state of Australia, by our team or subcontractors by 2022. Adhering to one consistent end-to-end workflow process to test if it can be replicated to any/all states within Australia by 2022 Embrace HSE work practices and actively report on any safety issues

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People and Growth	<ul style="list-style-type: none"> To support and develop our teams in line with our company growth directions Maintain relationships and partnerships with manufacturers, suppliers, outsourcers and all stakeholders 	<ul style="list-style-type: none"> Meeting and exceeding the expectations set within my individual position description. Demonstrating effective self-care/development outside of work Identify individual needs for and commit to professional development Recording and taking measures to correct complaints from stakeholders Actively participate in any opportunities to enhance relationships with stakeholders Active provision of at least one knowledge transfer session a year
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VALUES

As a team member you are expected to Engage, Embody and Commit to our Company Values:

Integrity	Contribution	Growth	Achievement
Respect	Problem Solving	Development of business	Prosperity
Trust and Honesty	Sharing	Development of self	Outcomes
Accountability	Selflessness	Extending ourselves	Results
Compliance to Legislations/Standards	Openness (safe space)	Measured Risks	Celebrating Success

PERSONAL ATTRIBUTES

The Draftperson must be able to demonstrate the following personal attributes:

- Honest and trustworthy
- Reliable
- Respectful
- Flexible
- Possess a positive, can do attitude
- Demonstrate sound work ethics
- Possess cultural awareness and sensitivity

EMPLOYEE ACKNOWLEDGEMENT

By signing below the employee within this specific job role acknowledges that they have read and understood (or sought clarification on) the document in its entirety. It is also recognised that this position description does not act as an exhaustive list of functions or tasks that the employee may be required to complete. If additional functions or tasks become an ongoing responsibility, it becomes necessary to review the position description at the next scheduled performance review (informal or formal).

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Next review date: _____

Performance is reviewed informally with direct manager only – every 3 months (between formal reviews)

Performance is reviewed formally with direct manager and managing director – every 12 months (annually)

NOTE: Changes in responsibility, reporting and employee income (unless otherwise required by the business throughout the year) will only be discussed at annual reviews. All reviews are schedule in correspondence with the employees individual commencement date.