

GROWTH AREAS AUTHORITY

P O S I T I O N D E S C R I P T I O N

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| Position Title: | CAD Operator |
| Classification: | VPS 3.2 to VPS 4 |
| Salary: | \$57,755 - \$71,887 + super (dependant on skills and experience) |
| Employment Type: | 12 Month Fixed Term, Full-Time position |
| Contact: | Paul Cassidy |
| Phone Number: | 0414 015 916 |

A B O U T T H E O R G A N I S A T I O N

The Growth Areas Authority (GAA) is an independent statutory body established by the Victorian Government to guide sustainable development of Melbourne's five growth areas: Casey-Cardinia, Hume, Melton-Caroline Springs, Whittlesea and Wyndham.

We work in partnership with local Councils, developers and the Victorian Government to ensure development in Melbourne's growth areas are well planned and that new communities are provided with essential services and infrastructure as soon as possible.

The GAA harnesses expertise and resources that already exist within government, industry and the community about the development and protection of land in Melbourne's growth areas. Our major tasks include:

- Managing the production and delivery of precinct structure plans within the growth areas.
- Coordinating the funding and delivery of infrastructure in Melbourne's growth areas, including management of the State Development Contributions Plan (DCPs).
- Developing state policy regarding Melbourne's growth areas.
- Advising the Minister for Planning on development issues in Melbourne's growth areas.

P O S I T I O N P U R P O S E

The role is responsible for assisting with the GAA's mapping, drawing and graphic needs to support our Precinct Structure Planning projects.

A key part of the role is liaison with other staff within the GAA to ensure the highest levels of drawing and mapping are achieved to support our projects. This position includes working closely with the Precinct Designer, GIS Coordinator and Designer/Graphics Co-ordinator to maintain, coordinate and deliver appropriate drawings and maps.

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ACCOUNTABILITIES

Major responsibilities include:

- Provision of computer aided design services and general CAD systems support within the GAA.
- Production of Precinct Structure Plan drawings, including but not limited to road networks, activity centres, open space and community infrastructure.
- Production of highly accurate land use budget drawings involving the measuring of land areas for all land uses within a Precinct Structure Plan.
- Production and maintenance of land use budget spreadsheets and assistance with development contributions data.
- Production of other maps and drawings as required supporting the precinct structure planning process such as road cross sections, intersection designs, elevations activity centre and community hub plans.
- Preparation and maintenance of CAD drafting standards in accordance with industry practices.
- Preparation of written material such as specification notes, letters, memorandums, reports, spreadsheets etc. to support drawing and mapping activities.
- Accurately transfer data from the GIS system, other software platforms and hard copies, into AutoCAD and other software formats (and vice versa) .
- Provide project support, advice and recommendations to other GAA departments and staff regarding drawing needs and responses.
- Support the drawing and graphics needs of the GAA at internal and external liaison meetings, as required.
- Assist in the management of drawing and mapping production projects including the development of briefs, co-ordination of consultants and community liaison, as required.
- Provide support to the Precinct Designer and Graphics Co-ordinator on the preparation, design and production of graphic material and publications.

Mapping:

- Maintain, in conjunction with the Precinct Designer, GIS Coordinator and Graphics Coordinator, appropriate maps of the GAA to meet our requirements.
- Liaise with the Information Technology, Precinct Designer and GIS Coordinator in respect to CAD software and GIS system and other applications where they relate the role.
- Backup respondent to Precinct Designer, GIS Coordinator and Graphics Coordinator enquiries, as required.

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CAPABILITIES REQUIRED / SELECTION CRITERIA

Knowledge and Skills

- **Qualifications:** A degree in civil engineering or a related design/drafting field such as architecture or landscape architecture is highly desirable, or a minimum 3 years experience in the CAD/civil drafting field with Diploma/TAFE Certificate level qualification.
- **Experience:** Can prepare quality technical drawings and plans. Proficiency in layout design and graphic representation of land, structure, infrastructure, built and natural features. A background in architecture, landscape architecture, urban design or related fields would be desirable.
- **Computer Skills:** Proficiency in, and integral understanding of 2D AutoCAD software is mandatory. Demonstrated experience in MapInfo or equivalent is desirable as is the ability to use the Adobe Graphics suite and 3D AutoCAD/Sketch-up software. The ability to use a wide range of Microsoft software such as Word, Excel, Outlook and PowerPoint is also required. Willingness to learn other specialist software as required.
- **Written Communication:** Can prepare letters, emails and reports using clear, concise and grammatically correct language; and uses appropriate style and formats.
- **Self Management:** Plans and appropriately prioritizes a range of work projects to ensure outcomes are achieved in a timely manner.
- **Planning and Organising:** High level of organisational skills; identifies more and less critical activities and operates accordingly, reviewing and adjusting as required; develops and implements systems and procedures to guide work and track progress.
- **Judgement & Problem Solving:** Demonstrated effective analytical, problem solving and investigation skills.
- An understanding of State Government policies and processes is desirable.

Attributes

- **Relationship Building:** Establishes and maintains relationships with people at all levels, with the ability to work within a team and harmoniously one on one with shared duties.
- **Courteous:** Has highly tuned professionalism and a good understanding of procedures and protocol.
- **Teamwork:** Collaborates and shares information; cooperates and works well with others in the pursuit of team goals and encourages resolution of conflict within a group.
- **Flexibility:** Is adaptable and open to new ideas. Accepts changed priorities without undue discomfort and recognises the merits of different options.
- **Service Excellence:** A proactive, solution-driven individual who constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same. Takes responsibility for correcting problems promptly and without becoming defensive.

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OTHER RELEVANT INFORMATION

1. The position reports to the Director, Structure Planning
2. The position will be located : Level 29, 35 Collins Street, Melbourne VIC 3000
3. The position is fixed term and full time.
4. Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa
5. The position description is indicative of the initial expectation of the role and subject to changes to organisational goals and priorities, activities or focus of the job.
6. The preferred candidate may be required to undergo security checks
7. Recipients of VPS departure packages should note that re-employment restrictions apply.
8. External applicants may be subject to a probation period of 3 months.
9. Applicants should address the full key selection criteria
10. The Growth Areas Authority is an equal opportunity employer. It is the policy of the Growth Areas Authority to provide Reasonable Adjustments for persons with disabilities who are employees or applicants for employment. If you need assistance or adjustments to fully participate in the application or interview process please contact the relevant contact person.
11. The successful candidate will be employed pursuant to the GAA Employment Arrangements which currently incorporates the Victorian Public Service Agreement 2006.
12. We collect this personal information for the purposes of processing and considering your application for employment. We will use the information we collect from you only for these purposes and will not disclose any personal information contained in your application to nominated referees in order to verify statements contained in your application. Unsuccessful job applications are retained for six (6) months and then securely destroyed. Your personal information is kept secure and confidential and managed in accordance with our Privacy Policy. If you have any concerns about providing the information requested or wish to obtain a copy of our Privacy Policy please visit our website: www.gaa.vic.gov.au/privacy

OH & S RESPONSIBILITIES

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring that they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of others in the Workplace