

HaworthTompkins

Job Description

IT & CAD Manager

Award-winning architectural practice Haworth Tompkins are currently looking for an experienced IT & CAD Manager. The successful candidate will lead on the design and delivery of the IT and CAD strategy within the studio, while keeping up-to-date on the latest software, systems and processes.

IT MANAGEMENT

- Oversee IT and digital systems in both a PC and Mac environment
- Communicate and coordinate IT strategy to staff
- Install and maintain workstations and laptops
- Maintain Dell servers across two studios
- Provide day-to-day IT support and troubleshooting
- Review IT systems and instigate office-wide discussions
- Propose new IT solutions and purchase new equipment
- Manage and monitor annual budgets for IT equipment
- Oversee internal telephone system and external telecommunication suppliers
- Manage Printer contracts and supplier relationship
- Liaise with external IT Consultant

CAD MANAGEMENT

- Develop and maintain 2D CAD standards, manual and procedures
- Develop Microstation interfaces as necessary including levels, batch plotting and menus
- Develop and maintain Cell and Line Style Libraries on a job-by-job and office-wide basis
- Liaise with BIM Manager to ensure smooth operation of Revit

SOFTWARE MANAGEMENT

- Manage and monitor software subscriptions (Adobe, Bentley, Autodesk, Rhino)
- Support staff on the latest software and general day-to-day technical issues
- Manage cloud-based email (Office 365)
- Propose and implement new software solutions and systems as required to meet company objectives

SYSTEM MANAGEMENT

- Oversee server folder structures
- Manage file and data storage including archiving and backup
- Create new project numbers, preference files and folders as required
- Monitor internal document control procedures including file and folder structure
- Liaise with architects and provide assistance in use of web-based document control systems