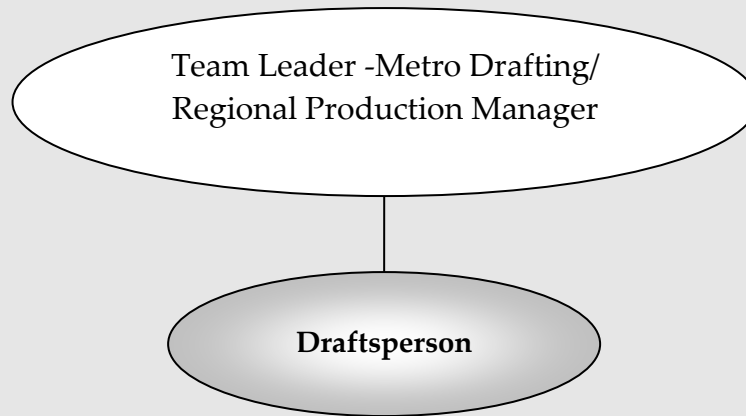


<b>Role Title</b>	Draftsperson	<b>Reporting to</b>	Team Leader- Metro Drafting/ Regional Production Manager
<b>Function</b>	Drafting	<b>Department</b>	Production
<b>Authorised by</b>	HR Manager	<b>Date Authorised</b>	25Jul17

#### Reporting Relationships: (incl. direct & indirect reports)



#### Main Purpose of Role:

Produce accurate and precise set of working drawings for DF Homes products to the required standards within the nominated timeframes.

#### Major Responsibilities:

- Responsible for achieving targets aligned with budget forecasts and timelines
- Adhere to DFC drafting processes, standards and variation policy
- Ensure compliance with DFC Customer Service standards (internal and external)
- Adhere to H&S regulations
- Produce full sets of working drawings at various stages of the process ie. contract/variation/ final plans
- Check drawings produced by internal & external drafting team members; and be able to correct the drawings and give clear, accurate and consistent feedback
- Accurately produce and/or amend construction details as required
- Apply client variations to working drawings
- Order Energy ratings and certificates
- Order and check structural engineering
- Interpret covenants on title, Building Envelopes, MCP's, Developer Guidelines and Property information and apply to plans
- Ensure understanding and compliance in relation to building regulations (NCC/BCA/AS)
- Maintain the integrity of internal workflow systems by entering/uploading all drafting tasks and/or information in an accurate and timely manner
- Ensure agreed KPI's are achieved in line with manual forecast dates for contract plans, variations and final plans
- Positively contribute to team meetings
- Ability to problem solve
- Communicate proactively with internal team members, including contractors and offshore

<p>personnel, and internal stakeholders, including Managers and the Sales team</p> <ul style="list-style-type: none"> <li>• Enthusiastic and motivated team player</li> <li>• Innovation is at the core of Dennis Family. Our Innovation program is called ACTIV - <b>Any Change That Increases Value</b>. To be ACTIV means finding ways to do things better, faster, simpler and fostering innovation in the work place. ACTIV is in your KPIs and is a core part of your role.</li> </ul>		
<b>Decision Making Authority:</b>		
Financial spend limits as per DFC Delegated Authority policy.		
<b>Experience, Qualifications &amp; Knowledge:</b>		
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Planning and organising skills are pro-active instead of re-active</li> <li>• Demonstrated ability to deliver work performance targets</li> <li>• Initiates actions from others when needed to get the job done</li> <li>• Deal effectively with people at all levels in a manner that represents the values of the organisation</li> <li>• Ability to manage own workflow without the need for close supervision.</li> <li>• Experience in ArchiCad and/or AutoCad</li> <li>• Previous experience in a land/residential housing company/organisation</li> <li>• Preferred 2-3 years' experience working for a volume builder</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Associate Diploma in Architectural Drafting (or equivalent)</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Building regulations NCC/BCA/AS</li> <li>• Strong understanding of Rescode requirements, planning schemes and the small lot housing code</li> <li>• Understanding of construction methodologies</li> </ul>		
<b>Key Relationships</b>	<b>Internal</b>	<b>External</b>
	<ul style="list-style-type: none"> <li>• Operations Mgr- DF Homes.</li> <li>• Production Manager</li> <li>• Team Leader</li> <li>• Estimators</li> <li>• Customer Service</li> <li>• Sales Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Engineers</li> <li>• Energy Raters</li> <li>• Building Surveyors</li> </ul>

## COMPANY VALUES

Welcome to our Family.

The Dennis Family Corporation is a successful business built on a foundation of strong family values. It is these values that guide our decision making and assist us in our daily interactions with customers and with one another.

We believe that by working according to these values, we'll ensure the success of the company and secure the respect and trust of our stakeholders.

### Honesty and Integrity

Honesty and integrity are values that build trust, respect and long term relationships with our stakeholders. Being honest and showing integrity is vital to success in business. If we're trusted, stakeholders will be happy to do business with us.

### Passion

Our strategy and vision guide us, but it's our passion that drives us. At the Dennis Family Corporation we are passionate about achieving our goals.

### Caring

Caring is about developing relationships through listening, understanding and respecting others. Teamwork is built on a foundation of caring and helps us see things from different perspectives.

### Vision

Vision gives us a clear picture of the future and helps us determine the implications of our actions. Vision is necessary for creating strategies for future planning and is vital to the success of a business.

### Quality

We're committed to producing high quality products and delivering services of a very high standard. As a team we're dedicated to improvement which ensures that we continue to provide our stakeholders with quality products and services.