Role definition

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| Job title: | BIM Manager | | |
| Reports to: | Operations Manager | | |
| Direct reports: | Multiple | | |
| Business unit: | Baker Hicks Limited | Location: | Reading/South-East |

Summary

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| Baker Hicks provides a managed service for a major Defence Contractor’s Configuration Management function. Based on the clients’ sites, we provide support to CAD, BIM, Surveying, Compliance, Data Analytics, Handover & Tooling with a team of approximately 70 people.  A client-side BIM Manager reporting to the Operations Manager and supporting both the Strategic Service Manager & the Integration & Efficiencies Manager.  Responsibility for providing management of a team of BIM & CAD technicians/engineers in the delivery of record drawing management, asset information and configuration using BIM principles & CAD methodologies where relevant, focused on Built Environment, Asset Information and Process, Plant & Equipment. |

Key objectives

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| * Alignment and management of the BIM & CAD Service within ISO 19650 suite of standards & client procedures. * Development and implementation of BIM strategy & CAD Standards in line with client requirements. * Ownership of the Service Level Indicator (SLI) process ensuring excellence in delivery. * Providing Continual Improvement and efficiencies in the services. * Identifying solutions utilising suitable resource across the differing functions within the Managed Service, a one stop shop approach. * Ownership and management of project budgets to ensure efficient profitable delivery through regular task reviews and application of robust project controls. * Governance over application of estimating methodology with regard to SLI process and ensuring audibility to Client Management team. * Provide a professional BIM & CAD service to customers; producing and reviewing model & asset information using appropriate process, people and technology |

Principal responsibilities and accountabilities

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| * Overall responsibility for quality and detail of BIM & CAD information produced by the team in accordance with ISO 19650 suite of documents and client standards * Ensuring service level indicators are implemented and controlled within the team with appropriate governance * Implementing an approved process for integrating record information into a configured baseline in accordance with service strategy within client platforms * Scheduling and planning resources in accordance with the Programme of Works (POW) to ensure utilisation targets are achieved * Management of central office & remote project-based resources. Where resources are remotely based, this will require continual engagement with the customer to define requirements & monitor progress. * Ensure reporting staff are qualified, competent and appropriately trained and provide mentoring/training as appropriate on BIM processes, methodologies, and software usage. * Provide leadership and vision to the team including guidance and direction to ensure operational and technical excellence * Ownership of a performance measurement and reporting process and analysis of trending and implementation of actions required to maximize performance * Manage project budgets and ensure commercial awareness within the team * Organise and manage regular project review meetings with BIM Team Lead * Ensuring efficient communication both upward & downward within a Managed Service hierarchy and customer organization * Develop, implement and monitor BIM standards and procedures to meet client LOD & LOIN requirements as well as aligning to industry best practice * Develop, implement & monitor CAD Standards and procedures to achieve a quality, configured baseline for the client * Identify opportunities and recommendations for increasing workflow efficiencies to promote and deliver continuous improvement through People, Processes & Technology * Ensuring suitably qualified and experienced resources to meet project requirements, undertaking recruitment where required. * Participate in presentations to clients and peer groups * Develop new customers, identifying current and future opportunities * Project delivery, management of modelling ouputs, co-ordinate modelling teams, and ensure integration of modelling information * Producing and delivering operational BIM execution plans in accordance with stakeholder requirements to the Customers standards and processes , integrating CAD requirements where relevant * Recommend best practices for solutions to meet customer requirements * Understand and apply responsibilities with regards to the Company’s Environment, Health, Safety (100% safe), Security and Quality Standards * Integrating with the BIM / CAD compliance team, providing technical support and resource to assist with information assurance checks prior to handover into Operational baseline |

Person specification

Qualifications and Knowledge

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| * Degree or HNC/D in a BIM related or engineering subject or equivalent. * Advanced knowledge of Modelling principles * Advanced knowledge of Autodesk Revit, AutoCAD, Navisworks & other software packages such as Enscape, Solibri etc * Advanced knowledge of BIM Data and its application within the sector * Advanced knowledge of CAD & it’s application within a Facilities/Services environment * Advanced knowledge of ISO 19650 suite of documentation * Advanced knowledge of common data environment and Electronic Data Management Systems such as Autodesk Construction Cloud. * Ability to engage with key stakeholders and collate relevant information in a timely manner * Ability to interrogate data and present results to match client requirements * Understanding of construction & engineering methods and processes. * Must be willing to complete security clearance, potentially up to DV level * Working knowledge of Point Cloud Data capture and integration with BIM authoring software |

Technical skills and experience

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| * Experience in a leadership/management role within the BIM industry * Experience of operating asset management against ISO 19650-2 / PAS1192-2 ISO 19650-3 / PAS1192-3 (Information Management using Building Information Modelling) * Experience of managing BIM and digital information element of multi-disciplinary updates to operational facilities * Experience of Digital Integration of BIM deliverables with other discipline systems i.e. Asset Management, GIS. * Service Management in a 3rd party role an advantage * Working with defined BIM processes and software such as Revit, Autocad, Solibri, Enscape, Recap, Navisworks etc * Experience using collaboration software like Viewpoint (CDE) & Autodesk Construction Cloud (ACC) * Understanding configuration for asset lifecycle management * Awareness of using Data visualisation software like Power BI * Demonstrate an understanding of technical standards and regulatory requirements for data management * Good interpersonal oral, written and presentational skills associated with report creation and scope documentation * Good technical and management skills including problem solving and decision making * Commercial awareness ensuring that the team operates efficiently whilst making a profit * Clear, concise and unambiguous exchange of information with others. * Proactive and motivational whilst commanding respect from all stakeholders through technical and personal credibility * Able to listen to others to identify their needs and objectives in a given situation * Able to challenge and question appropriately * Proven ability to manage own time against budgets & programme * Ability to work under pressure in a fast-paced environment to achieve deadlines * Capable of influencing a team, working effectively with others towards common goals. * Self-motivated * Professional in dealing with clients and customers * Leads by example |