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
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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
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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
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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
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