## Assistant BIM Implementation Manager

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| **Generic title** |  |
| **General Description** | People at this level will assist the BIM Implementation Manager with day to day activities.  In operations they will work on multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, helping deliver work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will also play a part in ensuring Health, Safety and Environmental Policies are delivered.  In commercial, they will help highlight to the team key contractual risks. |

## Competencies

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| **Achieving Results** | Capacity to set goals for self  Proactively identifies and pursues new stretching targets and opportunities  High levels of personal drive and commitment  Adds value beyond doing the job  Focuses well on personal development goals |
| **Analytical thinking and decision making** | Rational and systematic analysis of situation to enable decisions on more varied issues  Questioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | See potential of new ideas and situations  Takes a pragmatic approach to change  Considers impact of change on others as well as self  Ability to explain the effects to colleagues |
| **Teamwork** | Develop inter-team collaboration  Understand the role of a team and how it delivers the objectives  Can adapt to different types of teams in most situations  Takes a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one's sphere of influence  Assume responsibility - organising and guiding where necessary |
| **Managing resources** | Able to help create resource plans for an unfamiliar or potentially complex project  problem-solving and decision making |
| **Negotiation** | Understand the other's point of view  Make an objective and structured case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Work with a team that is aligned with the business objectives  Understand strengths and weaknesses of team members and work with them to good effect  Understand ambition and manager expectations  Use of a wide range of development tools |

## Role definition

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| **Summary of role** | The Assistant BIM Implementation Managers is to help the implementation of the Morgan Sindall BIM processes, procedures and best practice across the regional business.  They will help support bids and live projects with understanding the BIM requirements and help the BIM Implementation Manager set out a strategy for which best suits the client’s needs and the supply chains capabilities; and help develop the skills and understanding of others providing ongoing support so that the BIM duties are and can be undertaken by the project or bid team. |
| **Responsibilities and accountabilities** | Strategic Planning  The candidate will be supported by the BIM Implementation Manager who will develop, monitor and support the deployment of the BIM strategy but the Assistant BIM Implementation Manager will support undertaking a proportion of the implementation tasks.  The candidate will help communicate the BIM Implementation Strategy throughout the region through supporting the communicating of new updates, progression and future planning.  The candidate will be required to help record and track the BIM requirements on a project and feed back to the BIM Implementation Manager.  Research & Development  The candidate will support the BIM Implementation Manager with the on-going development.  The candidate may help undertake research and trials of software, technology and initiatives to drive efficiency, reduce risk and costs.  Bid Support  The candidate will help undertake bid writing on the subject of BIM and collaboration.  The Assistant BIM Implementation Manager will help under review BIM bid responses that have been written by others, to ensure we are delivering as a minimum what the client requires providing the client requirements align with the supply chains capabilities.  The will input into the BIM strategy meetings for each bid which involves a BIM commitment.  Prior to the strategy meeting the candidate will help review the client’s requirements and EIR’s if available. The candidate will have the ability to understand whether their requirements are feasible, what changes if any are required and identify opportunities for Morgan Sindall to add value.  The candidate will help support the production of the BEP by the bid team.  Upon completion of the BEP the Assistant BIM Implementation Manager will issue all BIM related documentation to the BIM Implementation Manager to undertake a full check of the documents and sign it off prior to its issue.  Project Support  Every project with BIM commitments will undertake a BIM launch meeting which will be led by the BIM Implementation Manager, where the assistant BIM Implementation Manager may be required to attend from time to time.  The candidate will help support the production of the Contract BEP by the project team.  Upon completion of the Contract BEP the Assistant BIM Implementation Manager will issue all BIM related documentation to the BIM Implementation Manager to undertake a full check of the documents and sign it off prior to its issue.  The candidate will be expected to feed back to the BIM Implementation Manager on progress of each of the BIM projects to ensure that all of the commitments are being followed through by the project team and to help assist the team with resolving any BIM challenges.  The candidate will not be a project BIM Manager or information manager, therefore the candidate must be able to help delegate responsibility and identify areas of improvement.  The candidate will ensure the BIM Implementation Manager has all information to be able to audit the project at the end to ensure all the project BIM deliverables are being met.  Reporting, Monitoring & Auditing  The candidate must be able to objectively feed project information to the BIM Implementation Manager on all the BIM projects within the region so an accurate Audit can be performed.  The candidate will help monitor live projects and bids with BIM commitments and feed back to the BIM Implementation Manager.  The candidate will report frequently to the BIM Implementation Manager.  The candidate will help record savings, benefits and KPI’s for projects with BIM commitments.  The candidate will help undertake supply chain competency assessments and issue to the BIM Implementation Manager for review. |
| **Qualifications, training and technical knowledge** | Educated in relevant field for example BIM, Architectural Technology, construction.  Preferable to have a working knowledge BIM standards and best practice.  Previous construction experience or basic knowledge of the construction process. |
| **Attributes and skills** | An understanding and passion for BIM/technology  Willing to learn new processes with methodical qualities  Basic knowledge of different needs of the design delivery team (architects, engineers, estimators, planners and contractors).  Excellent report writing, presentation and communication skills  Able to build positive working relationships, deal effectively with people and co-ordinate others  knowledge of the construction industry in the context of BIM  Have basic knowledge of BIM industry standards  understanding of what a Common Data Environment is  Understanding of how 3D models are created and how to navigate around a 3D model  Basic understanding of what COBie data is and what use it is to clients once provided.  Technical knowledge of the BIM applications used e.g. Revit, Navisworks, AutoCAD, Solibri model checker, Autodesk 360  Background in a construction discipline.  Ability to manage own workload  Open to learning new software and processes.  Proficient (ideally advanced) skills using Microsoft Office. |