Role definition

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| Job title: | Senior BIM Co-ordinator | | |
| Reports to: | Head of BIM | | |
| Direct reports: | Trainee / BIM Co-ordinators | | |
| Business unit: | Baker Hicks | Location: | All Locations |

Summary

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| Developing together the strategies that deliver the highest quality comprehensive BIM service. |

Key objectives

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| * Provide a BIM service to our customers that excels by delivering first class service delivery * Part of and work with a multi-disciplined BIM team * Create BIM documentation focused on delivering the BIM goals * Launch projects collaboratively and drive forward the BIM agenda * Carry out model validation checks, coordination reviews and liaise with model managers for resolutions. * Support the deployment of field data management system, review validity of information collected against information deliverables. * Facilitate delivery of federated 3D model, hosted and linked BIM data. * Ensure that data exchange protocols are adhered to by the project team and liaise with design team manager on compliance issues. |

Principal responsibilities and accountabilities

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| * Supervise and liaise with team members in a multi-disciplinary environment to achieve holistic building solutions to the customer brief * Liaise with other members of the team to determine and define the customer brief in respect of BIM * Manage and supervise the training and development of both the BIM/CAD team and advise on Engineers training to improve the BIM design offering * Provide support to technicians and graduates in their professional development. * Ensure quality of delivery when producing or updating drawings to customer standards * Manage and supervise the team drawing configuration, ensuring accurate document control * Report to Line Manager to ensure that resource requirements are utilised efficiently. * Present in-house and customer BIM courses and seminars * Promote and implement BIM trends/competitor awareness /BIM techniques * Keep up to date with the latest relevant BIM regulations and legislation, as well as technological advances relating to the BIM process. * Promote a culture of Perfect Delivery within team * Promote and achieve continuous improvement throughout the team * Promote and achieve excellent service delivery in order to delight our customers * Develop positive relationships with customers and win repeat work * Contribute to cost of further works and resource plans * Participate in knowledge sharing across team and locations |

Person specification

Qualifications and training

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| * Educated to HNC level or equivalent is preferred * Demonstrable experience as a BIM Coordinator/Technician |

Technical skills and experience

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| * Ability to use Navisworks / Solbri software accurately and efficiently * Ability to work accurately and methodically under pressure and strict deadlines * Awareness of project fee spend and deliver commercial objectives * Ability to prioritise own workload and undertake instructions * Ability to manage a Revit / AutoCAD / Microstation 2D, 3D 4D and VR software environment accurately and efficiently * Ability to ensure cost effective and accurate delivery of all aspects of the BIM service * Strong demonstrable communication style and interpersonal skills, particularly the ability to influence and negotiate both internally and externally with an open and inclusive style * High levels of creativity, imagination, vision and enthusiasm to produce distinctive solutions * A keen eye for the detail of specific tasks, combined with an understanding of how such specifics fit in with the project as a whole * Organisational, project management and planning skills, including the ability to juggle multiple tasks * Excellent time and cost management skills in order to plan and achieve delivery to the desired quality to exceed customer expectations * Competent numeracy and literacy skills * Leadership skills as well as the ability to work well within a team of other professionals |

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