Role definition

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| Job title: | BIM Compliance Manager |
| Reports to: | BIM/Survey Manager  |
| Direct reports: | N/A |
| Business unit: | Baker Hicks | Location: |  Reading |

Summary

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| Baker Hicks provides a managed service for a major Defence Contractor’s Configuration Management function. Based on the client’s sites, we provide support to Document Control, CAD, BIM, Surveying & Tooling with a team of approximately 70 people. As part of the growth of the service, we have identified the need for a client side BIM Compliance Manager to provide support and to the client’s (Employer/Appointing Party) project delivery teams. The role will perform compliance checks for the projects on the quality of BIM information produced within the project, which will provide an assessment of the suitability for further stages of the project lifecycle. The role will provide a key role in reporting on compliance within projects, and capturing the status of issues on behalf of the Client’s BIM Lead. |

Key objectives

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| * Provides support to the Client’s BIM Lead in outlining requirements at pre-contract stage including asset related information requirements through appropriate standards
* Will support the Client’s BIM Lead in reviewing tender documentation supplied for new projects
* Provides input to the project BEP review & approval process, Interfacing with the relevant Client & Appointed Party stakeholders
* Interfaces with Client’s document control functions, project management teams, configuration stakeholders, IKM resources, quality management, security and handover teams
* Ensures project compliance to the Client’s BIM standards, procedures and

methodologies * Undertakes a gap analysis of the project BIM requirements and the BIM information generated within a project, reporting on anomalies and risks to the project team
* The role will require validation of the information deliverables, demonstration and feedback to the project teams in compliance of BIM information at agreed project milestones
* Provides governance across projects for BIM deliverables and assist the Client’s BIM Lead on BIM information queries
* Provides assistance to the Client’s BIM and Project team in support of soft landings.
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Principal responsibilities and accountabilities

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| * The role will be accountable for reporting against compliance to the appropriate BEP & Standards supporting the project
* Develops a review schedule for agreed projects in alignment to the Client’s requirements to ensure a regular data review is upheld for BIM projects at agreed milestones i.e. 30%, 60%, 90% and end of stage
* Works with project teams to understand the schedule for data drops and plan in audit works to support this schedule
* Supports the contractor and supply chain on BIM Implementation in accordance with Client Requirements / Standards
* Support project teams with model reviews, assessing data and quality assurance
* Have input to the project BEP review & approval process, liaising with the relevant Client stakeholders
* Supports the Client in ensuring all Project BEPs have been adequately assessed by the Client, and ensures progress against deliverables can be measured and reported clearly
* Manage and produce reports on progress within the workstream against agreed Master Information Delivery Plan (MIDP)
* Carry out audits for accuracy of the existing BIM Information based on the Client’s Level Of Information Need (LOIN) for Graphical & non-graphical information as stated in the Model Production Delivery Table
* Review of Master Information Delivery Plan (MIDP) to form reporting requirements in alignment to defined milestones
* Report on consistency of quality of information produced across Project portfolio to which they are appointed
* Ensure the Client’s methodologies, procedures and standards are adhered to, capturing any non-conformances for resolution
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Person specification

Qualifications and training

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| * Good Knowledge of IT including all MS Packages
* Good presentation skills and ability to manipulate data sets
* Advanced knowledge of Modelling principles
* Advanced knowledge of Revit, Navisworks & BIM360
* Ability to engage with key stakeholders and collate relevant information
* Ability to interrogate data and present results to match client requirements
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Technical skills and experience

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| * Minimum of 5 years experience in a BIM role within a construction project delivery team
* Excellent communication and interpersonal skills, and able to communicate with colleagues and customers in person, by telephone and in writing
* Reliable, enthusiastic, hard-working, and able to priorities using their own initiative
* A pro-active, can-do attitude is a must
* An appreciation of Configuration activities and the deliverables required to achieve operational readiness
* An understanding of ISO 19650 principles for both the delivery phase and operational phase of assets
* Advanced keyboard / IT skills with experience in MS Office packages such as Word, Excel, Outlook and Power-point
* Ability to manipulate Revit Models/Asset Information, and provide demonstrations of models and associated datasets
* Experience in managing multiple project data sources and prioritisation of workload
* Able to demonstrate linkages between datasets
* Ability to manage data in Sharepoint
* Advanced skill in dataset interrogation including skills in ruleset creation for automated data checking
* Ability to communicate effectively with all levels
* Good interpretive skills and ability to present data
* Good attendance and time keeping
* Highly motivated and committed to doing an excellent job
* Able to work with a variety of tasks
* Able to demonstrate an aptitude of effective communication with our clients that supports this key business objective
* Proven ability to manage own time against budgets & programme
* Analyse complex Model data and draw conclusions on the quality and compliance for stakeholder feedback
* Ability to work under pressure in a fast-paced environment to achieve deadlines
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