

Foster + Partners

Role Definition

Job Title: BIM & Design Systems Advisor (Support)
Reporting to: BIM & Design Systems Manager (Support) and ultimately to the Head of BIM & Design Systems

Overview

The Design Systems Advisor (Support) role is to provide support for BIM software which forms part of the Foster + Partners Design Systems portfolio.

Key Responsibilities

- Provide day to day technical support mainly for Revit, Revit add-ins and AutoCAD users
- Troubleshooting BIM software issues
- Coordination of BIM software installations with IT Team

Common Responsibilities

- Provide technical support for Design Systems software applications to the project team
- Provide one-to-one mentoring on 'Best Practice' workflows to project teams as required
- To contribute or otherwise assist as required by the BIM & Design Systems Manager (Support)

Required Qualities and Skills

- Previous work experience as Revit Technician or BIM Coordinator
- Strong working knowledge of Revit
- Working knowledge of AutoCAD
- Self-motivated and able to take responsibility
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills, able to work independently and as part of an effective team
- Excellent communications skills, both written and verbal
- Excellent organisational skills
- Flexible and reliable attitude
- Able to manage sensitive and often confidential information

Desirable Qualities and Skills

- Experience working in an architectural/engineering production environment
- Working knowledge of Navisworks Manage
- Knowledge of Microsoft Office (Outlook, Excel, PowerPoint)
- Previous experience with BIM projects
- Previous experience with position in support team

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.