

**Role summary**

This is a key role to manage projects in line with the Foster + Partners BIM & Design Systems Strategy across multiple Studios. To coordinate projects team(s) across Studio(s) which include technical upskilling and mentoring. The single point of contact on project(s), responsible for ensuring team optimisation for working in Revit, associated technologies, workflows, and for delivery of coordinated models, data, reports and other related project documentation.

**Role Definition**

**Job title:** BIM & Design Systems Coordinator

**Reporting to:** BIM & Design Systems Lead, BIM & Design Systems Manager (Operations) and ultimately to the Head of BIM & Design Systems

**Responsibilities**

- Support the Studio Lead(s)
- Coordinate project team(s) and models
- Organise, configure and maintain projects
- Manage Revit project production and project content
- Ensure Foster + Partners standards, procedures and workflows are applied and communicated to project teams
- Provide technical support for BIM enabling software applications
- Mentoring of core design systems and Foster + Partners best practices
- Ensure project is developed and coordinated in accordance with BIM contractual requirements, without causing risk to Foster + Partners
- Liaise with Client BIM representative and other project stakeholders BIM representatives to ensure smooth workflow and coordination of Revit models, data transfer and project documentation throughout the duration of the project
- Liaising with Central BIM Group to ensure changes in standards, procedures and workflows are effectively communicated to project teams
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

**Qualities and Skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Able to work on more than one project simultaneously
- In depth knowledge of the latest version of Revit, AutoCAD, Navisworks with experience of running clash detection, and producing clash reports
- Ability to use a variety of media in the development and documentation of a design project
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning
- Must have experience as a BIM Coordinator on medium/large scale projects in Revit and associated technologies
- Architecture or Architectural Technologist degree or equivalent
- Excellent communications skills, both written and verbal
- Excellent organisational skills

- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

### **Desirable**

- Experience working in an architectural/engineering production environment
- Knowledge of Dynamo for Revit and the ability to read and write scripts
- Knowledge of Rhino, Grasshopper, Enscape, V-Ray, Bluebeam, BIM360
- Previous experience with BIM projects on site and mobile technologies used on site
- Ability to use some of the following: PhotoShop, Illustrator, InDesign, OfficeBIM Qualifications: BRE, RICS or similar

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.