

Role Definition

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

Overview

The BIM & Design Systems Coordinator is a key role to manage projects in line with the Foster + Partners Design Systems Strategy across multiple Studios.

A key role is to coordinate project team(s) across Studio(s) which includes technical upskilling and mentoring Architects to assist them in becoming more efficient, productive and familiar with the Design Systems Strategy, technology and workflows. This is achieved through the timely identification of training needs and recognising opportunities in using digital computation tools (i.e. Dynamo) to enhance productivity throughout all project stages.

Excellent communication skills are required at all times. As part of this, the BIM & Design Systems Coordinator will provide regular project progress which will be used to inform Foster + Partners standards, processes and staff resourcing.

At a project level, the BIM & Design Systems Coordinator is the single point of contact for all matters related to the Foster + Partners Design Systems Strategy. Responsible for ensuring team optimisation for working in Revit, associated technologies and workflows. At times, required to work in the Central BIM Group or across multiple Studio(s), depending on availability.

Where project contractual BIM requirements exist, the project is developed and coordinated to comply, without causing risk to Foster + Partners.

Liaise with the Client BIM representative and other project stakeholders BIM representatives to ensure a smooth workflow and coordination of Revit models, data transfer and project documentation during the project start up.

Responsible for delivery of efficient and well-structured coordinated models, data, reports, documentation and drawings that comply to Foster + Partners Standards to facilitate the production of consistent quality deliverables.

Key Responsibilities

- Support the Studio Lead(s)
- Coordinate project team(s)
- Organise, configure and maintain projects
- Manage Revit project production and project content
- Coordinate models
- Ensure Foster + Partners procedures, standards and workflows are applied and communicated to the project teams
- Mentoring of core design systems and Foster + Partners best practices
- Liaising with Central BIM Group to ensure changes in procedures, standards and workflows are effectively communicated to project teams

Common Responsibilities

- Provide technical support for BIM enabling software applications to the project team
- Provide one-to-one mentoring on 'Best Practice' workflows to project teams as required
- Provide production assistance to demonstrate Revit capabilities
- Prepare project specific training documentation and project BIM Execution Plans
- Review of clash reports with the project team and the general contractor and lead this process when needed
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Utilising Design Systems Technician

- Ensure adequate cover to suit demand, holidays and sickness

Required Qualities and Skills

- Able to demonstrate the ability to undertake the above leadership 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
- In-depth knowledge of Autodesk Navisworks, with experience of running clash detection, and producing clash reports
- Excellent communications skills, both written and verbal
- Excellent organisational skills
- Able to manage sensitive and often confidential information
- 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
- Flexible and reliable attitude
- Minimum 2 years working experience working as a BIM Coordinator on medium/large scale projects in Autodesk Revit and associated technologies
- Architecture or Architectural Technologist degree or equivalent

Desirable Qualities and Skills

- 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, Microstation, Microsoft Office, BIM 360 Team / C4R, 2D AutoCAD
- Previous experience with BIM projects on site and mobile technologies used on site
- BIM 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.

23 March 2018 – BIM & Design Systems Coordinator