

Role Definition

Job title: BIM & Design Systems Co-ordinator
Reporting to: Partner of the current project on a day to day basis and ultimately to the Senior Partner

Responsibilities

- Understand the design project
- Prepare, and develop where required, drawings, models, images and other documents relating to the design
- Assist where required in the co-ordination of the internal design team
- Take responsibility, where required by the project leader, for specific areas of the design and project development
- Liaise, where appropriate, with members of the external design team and other associated organisations or companies
- Manage Revit project production and project content
- Ensure Foster + Partners procedures, standards and workflows are applied and communicated to the project teams
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Mentoring of core design systems and Foster + Partners best practices
- Liaising with Central BIM & Design Systems and BIM & Design Systems Lead for Far East to ensure changes in procedures, standards and workflows are effectively communicated to project teams
- Seek, and record evidence of, continuing professional development (CPD) and an annual Personal Development Plan (PDP) in accordance with the requirements of the RIBA (or equivalent as applicable e.g. AIA, National Administration Board of Architectural Registration (NABAR))
- Contribute, or otherwise assist, as required

Qualities & skills required

Essential

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Ability to understand and formulate design decisions and present for discussion
- Ability to use a variety of media in the development and documentation of a design project
- Ability to take initiative in response to direction or instruction
- Ability to work well under pressure and meet deadlines efficiently
- A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning
- 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 while remaining calm and professional at all times
- Minimum 2 years working experience working on medium/large scale projects in Autodesk Revit and associated technologies

Desirable

- Understanding of the architect's role in the co-ordination and integration of project information and management
- Ability to assist with the management of junior assistant architects on the team
- Understanding of financial aspects of running a design project on time and on budget
- Ability to use some of the following: MicroStation, AutoCAD, Rhino, PhotoShop, Illustrator, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint

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.

May 2019