

# Foster + Partners

## Role Definition

**Job Title:** 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 helpdesk and installation support for all software which forms part of the Foster + Partners Design Systems portfolio and all associated technologies.

The Design Systems Advisor (Support) gathers, documents relevant data and recommends business needs analyses options to assist the BIM & Design Systems Manager (Support) to make data driven decisions.

The Design Systems Advisor (Support) will provide regular project progress to the BIM & Design Systems Manager (Support).

## Key Responsibilities

- Provide technical support for Revit, Navisworks Manage, AutoCAD, Bentley MicroStation, Revit add-ins
- Gathers, documents and prepares data and assists creation of data dashboards
- Mentoring of Foster + Partners BIM & Design Systems strategy and best practices

## 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
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute or otherwise assist as required by the BIM & Design Systems Manager (Support)

## Required Qualities and Skills

- Legally able to work in the country in which the position is based
- Able to work on more than one project simultaneously
- Strong working knowledge of Revit
- Working knowledge of Autodesk Navisworks Manage
- Working knowledge of Autodesk AutoCAD
- Working knowledge of Bentley MicroStation
- Working knowledge of BIM 360 Design (C4R)
- Experience in data analytics, gathering and representing data to support decision making
- 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

## Desirable Qualities and Skills

- Architecture or Architectural Technologist degree or equivalent

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- Experience working in an architectural/engineering production environment
- Knowledge of Microsoft Office (Outlook, Excel, PowerPoint)
- Advanced knowledge of MS Excel (working with large tables, databases, pivot tables, VLOOKUPS, INDEX/MATCH)
- Basic knowledge of Power BI
- Previous experience with BIM projects
- Previous experience with position in support team
- Basic Knowledge of Windows administration (ideally version 10)

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.

22 October 2018 – Design Systems Advisor (Support)