

**Role summary**

Senior BIM and Design systems Coordinators lead and manage projects in line with the Foster + Partners BIM & Design Systems standards and strategy. The role acts as a senior point of contact for BIM related activities within project teams for BIM related activities, responsible for ensuring the delivery team is optimised for working in Revit, associated design technologies, workflows, and for delivery of coordinated models, data, reports and other related project documentation.

**Role Definition**

**Job title:** Senior BIM & Design Systems Coordinator  
**Reporting to:** BIM & Design Systems Lead, BIM & Design Systems Operations Manager and ultimately to the Head of BIM

**Responsibilities**

- Support the BIM & Design Systems Lead(s) in their duties
- Support the development of other BIM & Design Systems team members
- Lead the information management process on projects
- Lead project team(s) and own model quality
- Organise, configure, and maintain project datasets pertaining to BIM deliverables
- Lead Revit project production and content
- Responsible for ensuring Foster + Partners standards, methods and procedures are applied and communicated to project teams
- Provide technical support for BIM enabling software technologies
- Delivering high quality training/mentoring of BIM methodologies including software and processes to the BIM and wider architectural team
- Understand requirements and contractual commitments, and ensure projects are developed and coordinated in accordance with these, minimising risk to Foster + Partners
- Liaise with Client BIM representative(s) and other project stakeholder BIM representatives to ensure smooth workflow and coordination of Revit models, data transfer and project documentation throughout the duration of the project
- Ensure changes in standards, procedures and workflows developed by the Central BIM team are effectively communicated to project teams
- Responsible to identify & communicate opportunities for process enhancement ideas to the BIM & Design Systems Lead
- Identify and report project software technical issues (license, add-ins not working), network slowness to Studio Lead, Central BIM Support and IT support
- Contribute, or otherwise assist, as required
- Thorough knowledge of and compliance with F+P procedures and standards
- 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

**Qualities and Skills required**

- Architecture, Architectural Technologist degree or equivalent
- Minimum 8 years of experience as a BIM Coordinator on medium/large scale projects in Revit and associated technologies
- In depth knowledge of the latest version of Revit (and associated technologies) and Navisworks with experience of running clash detection, and producing clash reports
- Advanced knowledge of modelling/content creation within Revit
- Can demonstrate leading the creation, review and application of BIM execution plans and associated documentation

- Responsible for QA/QC procedures on project(s)
  - Able to work on more than one project simultaneously
  - Ability to use a variety of media in the development and documentation of a design project
  - Excellent communication and presentation skills, both written and verbal
  - Excellent organisational skills
  - A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning
  - Able to manage sensitive and sometimes confidential information
  - Self motivated and able to take responsibility
  - Excellent interpersonal skills and able to work independently and as part of an effective team
  - Able to demonstrate initiative and a proactive approach to daily tasks
  - Outstanding interpersonal skills and able to work independently and as part of an effective team, assisting and supporting team members
  - Able to demonstrate leadership/management collaboration with teams internally and externally
  - Able to build excellent relationships at all levels, internally and externally
  - Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to demonstrate leadership/management collaboration with teams internally and externally

### **Desirable**

- Knowledge of Dynamo and the ability to read and write scripts
- Knowledge of Rhino, Grasshopper, Enscape, V-Ray, Bluebeam, BIM360/ACC, Revizto, Newforma and Aconex
- Previous experience with BIM projects during construction utilising digital technologies
- Knowledge of ISO 19650 or other international BIM standards
- Ability to use the Adobe suite and Office 365 platforms
- BIM Qualifications: BSI, 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.