HOUSES OF PARLIAMENT
R&R DELIVERY AUTHORITY

Job Description

Post Title	BIM Coordinator
Team	Technical Assurance and Design Management (TADM)
Reports to	BIM Manager

Purpose of the Role

The BIM Coordinator is responsible for coordinating the integration and management of building information within the BIM environment for the Restoration and Renewal Programme Delivery Authority. Working closely with the Digital Design team and wider Technical Assurance and Design Management (TADM) team, they will support the development of information requirements, review information deliverables and coordinate technical production activities to ensure accurate and reliable information is available to support programme delivery. The role provides technical leadership and line management to the technical production team and supports the implementation of BIM standards, workflows and information management processes to help ensure project information requirements are met.

Key Accountabilities and Responsibilities

- Engage with Project Management Team, Design Partners and Survey Providers to assist in the delivery of survey requirements
    - Assist in the development of survey data specifications and technical requirements through engagement with Design Partners and the review of survey scopes and parameter maps
    - Coordinate BIM Kick-off meetings and review Survey BIM Execution Plans to ensure requirements are understood by Survey Providers
    - Review survey outputs to ensure requirements have been met
- Work with TADM colleagues to integrate archive data into the model in areas relevant to the design that have not been captured as part of surveys
- Liaise with the BIM Manager to manage and review survey and archive data integration workflows
- Coordinate the technical production team's integration of building information into the BIM environment to ensure their work aligns with agreed workflows and provide Design Partners with the survey information needed to inform specific RIBA stages
- Support coordination, review and analysis of building information and BIM deliverables as they are delivered to and received from internal and external parties, managing any security risks related to BIM information, both internally and within the supply chain
- Assist the BIM Manager with review of BIM Execution Plans (BEPs), Task Information Delivery Plans (TIDPs) and model deliverables

- Contribute to a high level of BIM Awareness within the programme through role-specific training sessions and documentation and team meeting presentations
- Assume line management responsibility for the technical production team, including performance reviews, development planning, workload management and recruitment support

Key Stakeholders and Relationships

- TADM BIM and Information Management Teams
- TADM Architecture, Design Management, Heritage and Engineering Teams
- Project Management and Surveys Delivery Team
- Data and Digital Team
- Supply chain including Survey Providers
- Consultant, Contractor and Parliament BIM teams
- Procurement, Finance and Communications Teams

Qualifications, Skills and Experience

Essential

- Degree/equivalent qualification (or equivalent-level technical experience) in a related subject of BIM, Surveying, Engineering or similar
- Excellent technical knowledge of Autodesk Revit
- Experience of working using Autodesk Construction Cloud/Forma based projects
- Excellent communication skills with internal and external stakeholders
- Major construction project or infrastructure programme experience
- Understanding of coordination procedures, established BIM process and toolsets

Desirable

- Experience of working on Computer Aided Facilities Management systems
- Experience of delivering survey related outputs
- Experience working with Navisworks Manage, Solibri, 3D Repo, Revizto and dRofus.
- Heritage and survey experience in a BIM Environment
- Dynamo, visual scripting and / or automation procedures
- Experience managing scan-to-BIM workflows, point cloud registration outputs and validation of survey-derived models.