

## **Role Definition**

**Job Title:** BIM Coordinator  
**Reporting to:** Design Systems Manager on day to day basis and ultimately to the Head of Information and Design Systems

### **Responsibilities**

- BIM Coordination and daily management of BIM project data sets
- Secondment into group project teams delivering BIM projects in a role of CAD and BIM coordination
- Provide technical support for the Bentley MicroStation Suite of BIM enabling software applications
- Provide one-to-one mentoring on 'Best Practice' workflows to project teams as required
- Deliver project team training in Bentley Applications
- Prepare project specific training documentation for the Bentley Suite of applications and BIM workflows
- To contribute or otherwise assist as required
- Thorough knowledge of and compliance with Foster + Partners procedures and standards

### **Qualities and Skills required**

- Able to demonstrate the ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- In-depth working knowledge of MicroStation V8i and Bentley BIM enabling applications
- Experience of working in a project coordination role for CAD applications
- Excellent communications skills both written and verbal
- Excellent organisational skills
- Able to manage sensitive and sometimes 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 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

### **Desirable**

- Experience working in an architectural production environment
- Knowledge of Microsoft Office 2003 or higher

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.

December 2011