

MCM.

DOCUMENT

Job Description

JOB TITLE

BIM Manager

REPORTING TO

Project Director

(Production)

OVERVIEW

BIM is a fundamental part of our design and delivery processes, and as our practice has grown so have our BIM requirements. We're looking for a BIM Manager who will embed BIM best practice further into how we work, ensuring the power of BIM is realised throughout the lifecycle of all our projects.

The core activities outlined below represent an overview of the position of a BIM Manager and should not be seen as a prescriptive list of activities. The level of additional activities will vary depending on the demands of the core role. A flexible responsive approach is vital, together with initiative in identifying and focusing on what needs to be done in order to contribute to the achievement of business objectives and innovation in design.

AIM OF THE ROLE

- Establish and develop MCM Revit / BIM systems to drive production quality and efficiency
- Oversee and monitor staff Revit training and development to raise the current level
- General Revit / BIM support

Staff Training

- Oversee and support the BIM coordinator in the continual and structured development of the staff BIM training strategy
- Contribute and lead training sessions
- Promote developments in the MCM Revit / BIM systems

Project Support

- On hand support to field queries from users.
- Responsible for the setting up of new projects to suit the deliverables.
- Provide one-to-one support to project teams on best practices.
- Troubleshoot any Revit related problems to maintain consistent workflows.
- Monitor projects (and model managers) to ensure standards are maintained.
- Manage regular project workshops to review project models.
- Pro-actively troubleshoot.

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Procedures and Protocols

- Establish effective BIM / Revit procedures and protocols
- Maintain the Revit templates and office manuals.
- Establish the outsourcing strategy of Revit project tasks and monitor and refine as required.
- Working with the wider BIM team continually look to improve the efficiency of workflows.

System Content

- Manage company Revit Family library content.
- Develop standard Revit library content for all packages
- Create and manage company materials, fill patterns, parameters.
- Regularly harvest project details into Revit libraries

Project Work

- Support on project work when required.
- Oversee the outsourcing strategy on projects.
- Provide assistance on project work where required.
- Support staff in the adherence of MCM Revit / BIM standards

BIM

- Oversee BIM strategy.
- Attend BIM Project Start-up Meetings and further meetings where required.

Personal Development

- Research and stay informed on new industry methods.
- Attend conferences, seminars, and workshops for BIM; bringing back learning and disseminating the information to appropriate teams

VALUES

One Team - All Strong, All Different, All Supportive – The Same Goal

- Encourage freedom of individual expression
- Work together to achieve team goals
- We are accountable for our individual responsibilities first
- Put special effort into supporting each other to maximize potential
- Identify problems and resolve conflicts within the team
- Employ the power of positive peer relationships

Passionate and Inspiring – Delivering with Compelling Enthusiasm and Creativity

- Don't just say, do: lead by example
- Demonstrate lateral thinking to solve challenges
- Experiment and be prepared to fail; we will support you
- Objectively listen to other people's point of view; challenge and suggest something different
- Debate and explore potential
- Discuss ideas and share what excites us

Honesty & Integrity – Doing What's Right, Not What's Easy

- Openness in all our dealings
- We do what we say and when we say we'll do it
- We treat all fairly
- We listen carefully to understand and address the real needs of our clients within the framework of the contract
- We do not shy away from commercial discussions with clients when needed

Pushing the Boundaries – An Entrepreneurial Spirit

- 'Can do' attitude
- Be adventurous and learn from mistakes
- Be passionate and inquisitive about what you do
- Challenge what's possible and be optimistic about the possible
- Empowered to challenge one and all
- Stretch ourselves in the pursuit of excellence

Nurturing - Releasing the Potential of Our People

- Give honest and constructive feedback
- Support each other to achieve aspirational goals
- Recognise when colleagues are under pressure and offer support
- Actively encourage each other to push the boundaries
- Listen, hear and understand