JOB DESCRIPTION

Supporting a thriving parliamentary democracy

Job title:	**Head of Digital Asset Management (BIM)**
Campaign Type:	**Concurrent**
Payband:	**A1**
Pay range:	**£63,716 - £75,953 per annum**
Team:	**Property, Planning and Design**
Section:	**Strategic Estates**
Reports to:	**Director of Property Planning and Design**
Number of posts:	**1**
Hours:	**36**
Contract type/ duration:	**Permanent**
Issue date:	**18/01/2019**
Closing date:	**27/03/2019 23:55**

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

The Property, Planning and Design team help secure Parliament's future by providing specialist support functions to programme and project delivery teams, including: estates surveying, asset planning, systems development (including Enterprise Project Management, NEC3 workflow tool and a common data environment); engineering (including Building Information Modelling/Digital Asset management); conservation and architectural services and advice; supplier performance management, and; corporate real estate management and space planning.

As part of the Design Authority within Strategic Estates' Property Planning and Design team, the Digital Asset Management team maintains the standards for information Management relating to the built assets across the Estate, from projects, surveys, maintenance and repair. The team provides an information service to the rest for the Estate and external contractors and other external third parties.

Job introduction

The Head of Digital Asset Management lead the digital asset management team. The team will lead the Estate in the delivery the digital asset management strategy in order to support Strategic Estates in their role as custodians of the Parliamentary Estate.
The role will provide the sole source of expertise for Digital asset management strategy.

The role will entail working closely with departments on the Estate and suppliers of Digital services and o lead the Estates continuing development of the Digital Asset Management team.

The successful candidate will be expected to be able to apply Digital Asset Management principles across a range of building information management areas, including Maintenance, Facilities management, Workspace management, Surveying, Projects and Conservation and Architecture.

The candidate will be expected to promote the team's work to ensure awareness, understanding and to ensure the standards are met across the Estate.

The candidate should be familiar with the BS1192 suite, British BIM standards and BS 8536.

Key stakeholder relationships

- The Estate Management Team
- Estate Portfolio Office
- Design Authority – including Architects and Engineers
- Director of Estates
- Project Leaders
- Property and workspace teams
- Major Programmes
- External providers of systems

Key responsibilities

- Define and maintain the organisation's information requirements to confirm the current asset information requirements.
- Optimise the Asset Information Strategy to be aligned to industry best practise and Strategic Asset Management Plan.
- Develop a robust Digital Asset Register.
- Develop the criteria to effectively collect Asset Management data and support the Estate to interrogate and analyse this data.
- Support the implementation and integration of the Integrated Workplace Management System through the incorporation of the Digital Asset Register
- Develop supporting Decision Support Tools to enable optimised Asset Management decision making and agile strategic Asset Management planning capability for client
- Specify and validate functional and technical requirements of Information Systems
- Identify human factor implications of functional, technical and business requirements
- Managing budget responsibilities for contracts
- Managing supplier relationships and contracts, and service level agreements
- Ensuring that verified and validated asset management information is readily available
- Complete and maintain the suite t guidance for projects to maximise the value of BIM.
- Manage the BIM cad team to maintain and develop the BIM model and supports its use in project delivery and become a full Digital asset management system.

Management responsibilities

- Manage a team of approximately 5 technical staff and external contractors as required
- The following qualifications are required for this role:

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- Degree in related subject (RICS accredited undergraduate or post graduate degree in architecture, property construction etc)
Or

- Degree in IT related subject (backed up by practical experience in the property/construction fields).

Essential

- Ability to define asset information strategies including standard/common definitions for asset attributes
- Ability to specify and integrate asset management information systems, identifying and implementing functional and technical requirements
- Ensure that verified and validated asset management information is readily available for decision making

Desirable

- Working knowledge of Building Information Management (BIM)
- Working knowledge of Asset Management Standards – ISO 55000/1/2
- Previous application of novel solutions within a client environment

Hours
Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Bands A – E Positions
(full-time)
Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.
The exact daily times of attendance will be agreed with line management.

For further information:
Candidates should refer to the House of Commons careers website **www.careers-houseofcommons.org** or contact **Recruitment@parliament.uk** or 020 7219 6011.

Application and selection process
We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

Location
This post will be located on the Parliamentary Estate, Westminster, London.

Security
Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf for further information.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST/ EXERCISE	INTERVIEW
Criteria 1 **Professional and technical** • Relevant degree • In-depth knowledge of Digital asset management and BIM with capability to be the sole source of expertise, providing guidance on a range of property matters in a changing environment • Ability to act as informed client regarding Digital Asset Management and BIM	☑	☐	☑
Criteria 2 **Leadership and Management** • Provides clear direction and builds professional capacity and capability within the team. • Motivates and empowers professional experts to deliver excellent service and achieve results • Ability to manage a professional team including providing clear direction and ensuring equality, diversity and inclusion • Builds relationships, motivates, empowers and coaches team, stakeholders and external partners to deliver excellent service and achieve results • Excellent customer service skills with attention to quality and detail • Plans projects, manages/ reports risks and issues, lead and chair meetings • Prioritises complex and multiple activities, manages team workloads to ensure delivery to time and quality • Manages consultants, contractors and other suppliers, ensuring timely delivery of complex tasks and value for money	☑	☐	☑
Criteria 3 **Interpersonal and Communication skills and stakeholder engagement.** • Builds and maintain effective working relationships with stakeholders, colleagues and key customers • Explains complex or sensitive written information in in a way that is understandable, meaningful and acceptable to the receiver	☑	☐	☑
Criteria 4 **Process improvement and Innovation** • Analysing current processes and deliver improvements and innovation	☑	☐	☑

• Provide innovative solutions to deliver releasable benefits. • Ability to provide guidance on process improvement.			

Criteria 5
Influencing, persuading and negotiating
    • Influences the behaviours of political and other senior stakeholders to achieve objectives, without damaging relationships
    • Excellent interpersonal, written and oral communication skills, ensuring complex information is delivered in a meaningful way to the receiver
    • Uses a broad range of communication techniques to explain complex or sensitive information in a way that is meaningful to the receiver
    • Persuades and influences the behaviours of stakeholders to achieve objectives whilst maintaining relationships
	☑	☐	☑

Desirable
    • Understanding of public procurement practice
    • Contract management experience
    • Experience of working on historic or listed buildings
    • Experience of Workplace Management Software (eg Planon)
    • Experience of contract management, in particular the NEC3 suite
    • Understanding of Parliamentary context
	☑	☐	☑