



# JOB DESCRIPTION



*Supporting a thriving parliamentary democracy*

CAMPAIGN TYPE:	Concurrent		
JOB TITLE:	NEP Building Information Modelling (BIM) and Systems Manager		
PAYBAND:	B1 PTO (H1)		
PAY RANGE:	£40,905 - £50,091		
TEAM:	Strategic Estates		
SECTION:	Northern Estate Programme		
REPORTS TO:	NEP Programme Manager		
NUMBER OF POSTS:	1	Hours (p/w):	Full Time 36
CONTRACT TYPE/DURATION:	18 months fixed-term, with the possibility of extension or permanency		
ISSUE DATE			
23/10/2018			
CLOSING DATE FOR APPLICATIONS			
19/02/2018 at 12pm			

## BACKGROUND AND CONTEXT OF THE ROLE

Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce who takes pride in supporting the democratic process (circa 2,500 in the House of Commons alone).

The Strategic Estates team, as custodians, take great pride in looking after and improving the buildings within the Parliamentary Estate. While we are part of the House of Commons Service, we also provide services to the House of Lords. We carry out works on World Heritage sites which attract visitors from all over the world, making it a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.

The Northern Estate Programme manages the comprehensive refurbishment of a significant number of historic buildings on the Parliamentary Estate. These include the redevelopment and providing decant accommodation for the House of Commons whilst the Palace of Westminster undergoes work as part of the Restoration and Renewal Programme. The NEP is managed by a Programme Director, supported by a dynamic and growing team, and overseen by a Programme Board.

The Programme has a high public profile and significant interdependencies with other major Programmes on the Parliamentary Estate. It carries substantial risks that will require robust management and has a growing commercial impact as it proceeds through the RIBA design phases (currently at Stage 2) and towards construction. The Programme is fast-moving and will deliver building refurbishments to Level 2 BIM using NEC contracts.

JOB SUMMARY AND OBJECTIVES
<ul style="list-style-type: none"> <li>▪ The BIM and Systems Manager will work closely with the Design team to create and manage information on various refurbishment projects. They will be involved in the deployment of the planning, strategy and implementation of Building Information Models within the NEP Programme.</li> <li>▪ The post-holder will support the House of Commons in its use of BIM systems, developing intelligent 3D models to give architecture, engineering, and construction (AEC) professionals among others the insight and tools to efficiently plan, design, construct and manage buildings and infrastructure within the Parliamentary Estate.</li> </ul>
KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> <li>▪ Support and champion the daily operations of the Parliamentary Estate in advancing as a BIM enabled digital organisation; to reduce capital costs, project delivery times and the whole life programme costs.</li> <li>▪ Set up and manage a BIM Execution Plan for the Northern Estate Programme (NEP) to enhance the efficiency of project delivery and refurbishment works.</li> <li>▪ Ensure that the building information requirements on the client-side are understood, up-to-date, reliable and maintained in line with business changes within the Parliamentary Estate.</li> <li>▪ Coordinate and analyse building information as it is delivered to and received from internal and external parties. Manage any security risks related to BIM information, both internally and within the supply chain.</li> </ul>
KEY RESPONSIBILITIES
<ul style="list-style-type: none"> <li>▪ Lead on ensuring that the Programme is an intelligent user and a BIM regime which achieves benefits, in both capability and efficiency, can be implemented.</li> <li>▪ Develop, maintain and update BIM Execution Plans in line with prescribed project-specific requirements.</li> <li>▪ Lead on the technical management of BIM data sets for individual projects, including management of collaborative aspects of the BIM process.</li> <li>▪ Communicate an overview of BIM related activity, including timescales for key deliverables, resource implications and benefit realisation.</li> <li>▪ Monitor the quality levels, performance and benefits realisation of the building information models, ensuring they meet the Strategic Estates standards.</li> <li>▪ Supervise and validate the BIM systems, documentation and outputs across the Programme.</li> <li>▪ Support the Programme team in their use of BIM tools and workflows; providing mentoring on 'best practice' workflows and software enabling applications including dynamo tutoring and assistance.</li> <li>▪ Prepare and deliver project specific training documentation in conjunction with the programme consultant team on BIM software and standards.</li> <li>▪ Attend BIM kick-off meetings, and lead on coordination and review meetings.</li> </ul>
<p><b>Stakeholder management and relationships</b></p> <ul style="list-style-type: none"> <li>▪ Internal: Programme and Assistant Directors; Project Leaders on projects and programmes; Engineers, Architects, Workspace Planners, the Parliamentary Digital services, Finance and Communications Business Partners, and the Parliamentary Procurement and Commercial Services (PPCS).</li> <li>▪ External: Develop and maintain relationships with Third-party Consultants, (Project Managers, Quantity Surveyors, Planners, and Design teams), Supply chain including Common Data</li> </ul>

## COMMERCIAL DIRECTOR JOB DESCRIPTION

environment (CDE) providers, Consultant and Contractor BIM teams, and Works contractors.

QUALIFICATIONS AND EXPERIENCE
<b>Essential</b> <ul style="list-style-type: none"> <li>Degree in a related subject (RICS accredited undergraduate or post graduate degree, architecture, property construction, etc.)</li> <li>Membership of the National Federation of Builders</li> <li>Knowledge of using AutoCAD</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>Experience of using Primavera P6 and Computer Aided Facilities Management (CAFM) systems</li> <li>Experience of using BIM with NEC contracts</li> </ul>

REQUIRED SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>Criterion 1 – Functional skills and knowledge I</b> Experience of working in a building construction or facilities management on high profile estates using up-to-date technology. Ability to work on multiple projects with a track record of delivering high standards of draughtsman-ship.	X		X
<b>Criterion 2 – Functional skills and knowledge II</b> Experience of working as a BIM Manager - implementation and management - with a background in Architecture and Building Information Modelling (BIM). Experience of using REVIT (BIM) software in a collaborative environment to BIM Level 2.	X		X
<b>Criterion 3 – Planning and Organising</b> Plans and organises multiple complex projects and their implementation. Ability to prioritise and deliver project tasks to time and costs, taking into account related risks and mitigating them. Ability to work clearly and accurately under pressure and tight timescales.	X		X
<b>Criterion 4 - Analysing and decision-making</b> Analytical skills with proven ability to work with and interpret numerical data. Effectively analyses complex information, identifies key issues and makes sound decisions. An understanding of clash detection, reporting and rectification process.	X		X
<b>Criterion 5 – Communicating</b> Good oral and written communication skills with the ability to explain complex issues clearly and concisely, so they are easy to understand and follow.	X		X
<b>Criterion 6 – Working with People</b> Experience of working confidently and effectively at management level, with technical professionals and collaborating with colleagues, key customers and stakeholders. Builds effective relationships and positively promotes an inclusive and collaborative approach to working.	X		X
<b>Criterion 7 – Influencing and Persuading</b> Uses a range of persuasive techniques and behaviours to influence others' implementation and adherence to policies and procedures. Anticipates challenges and objections and handles them effectively acknowledging the issues and providing clear plans for mitigating these issues whilst maintaining best practice.	X		X

## ADDITIONAL INFORMATION REGARDING THE POST

### 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 usually eligible for vetting (but we assess each case individually).

### Hours

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 need to be agreed with relevant line manager. 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.

### 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.

**For further information**, candidates should refer to these websites – House of Commons careers at [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) and the UK Parliament at [www.parliament.uk](http://www.parliament.uk).

You can contact the Recruitment team at [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or by telephone on 020 7219 6011.

