

ROLE TITLE:

Junior BIM Co-ordinator

[Apprenticeship Option Available]

CONTRACT TYPE:

Permanent - Full Time

START DATE:

Flexible

LOCATION:

London

CLOSING DATE:

22 November 2021

SALARY:

£18,000 - £25,000 plus benefits
depending on experience

Company Profile:

Skelly & Couch is a dynamic firm of award-winning building environment and services engineers based in London and Bristol. Our purpose is to create a better and more sustainable built environment. Our designs not only aim to use less energy, but also perform environmentally and socially; be efficiently maintained and operated; and have the flexibility to stand the test of time. Our work is recognised across the industry and our projects have won many awards, including having one project shortlisted for the coveted RIBA Stirling Prize for the past four consecutive award years. Our approach is to develop our engineers to master all aspects of environmental and sustainable design, rather than following the widespread approach of specialising in disparate disciplines. Each of our engineers possesses a broad range of core engineering/scientific skills and knowledge which empower them to help our clients and collaborators solve complex problems. The more knowledge we individually and collectively possess, and the more our skills are refined, the more complex the problems we can solve and the greater our ability to lead and help tackle the climate emergency. We therefore encourage all employees to work together to develop their roles and knowledge in all areas.

Role Purpose

The Junior **Building Information Modelling [BIM] Co-ordinator** role is an opportunity for a non-engineering-trained person to contribute to our goal of creating a better and more sustainable built environment. Junior BIM Co-ordinators allow us to expand the range of skills and competencies within an internal project team to further complement the diverse abilities of our engineers. They provide vital project and quality management support essential for the smooth running of the project from inception to post-completion aftercare, and help us to achieve our ambitious goals.

Duties & Responsibilities:

The Junior BIM Co-ordinator will be working across most of the practice's portfolio of work under the supervision of the BIM Manager. They will perform an integral role in the delivery of projects from early-stage design to post-construction completion. The successful applicant will develop the skills to employ appropriate scientific, technical and engineering principles, techniques and methods to contribute to the design, co-ordination and delivery of the building services engineering components of projects. They will be expected to liaise with and manage information flow amongst both internal stakeholders and the external design/construction team and client stakeholders. They will be trained in

all aspects of data gathering, quality management, CAD, BIM, Revit and project information management.

General Responsibilities

- Contribute to discussions within the office in respect to projects, general quality, administration and office issues
- Maintain skills base and learning. Ability to assess own competence against training objectives and identify development needs and training action plans. Have an understanding of the appraisal scheme, CPD obligations and competency requirements relating to self and others.
- Assess the task to be done, plan/schedule work and manage time; decide when to allocate work to other people; maintain the flow of information; follow technical procedures, check work at an appropriate level and against appropriate standards and specification.
- Keep well-organised personal records of work undertaken
- Build and maintain relationships with other design or construction team members (Project Managers, Architects, Structural engineers, etc.) in relation to any co-ordination or BIM-related queries
- Develop understanding of different communication methods and when to use them; how to write technical reports, using technical drawing conventions and engineering terminology; collaboration and effective team working.
- Have understanding of the protection of client confidentiality, the need to adhere to corporate and institutional policies on ethics and diversity, and maintain a professional obligation to make a contribution to society.

Building Information Modelling

- Assist the engineers in producing accurate, well-presented drawings and 3D models
- Create new Revit projects
- Monitor the adherence of practice-wide or project-specific BIM requirements/standards.
- Provide technical BIM and draughting support to engineering colleagues
- Have a working knowledge of the requirements of ISO:19650 / BS1192, PAS1192 and associated BIM standards
- Report on design clashes internally and within the wider design team
- Create parametric families for MEP content
- Develop and manage BIM object content library
- Development of COBie data or asset data capture (if required) in accordance with the BIM Execution Plan
- Assist engineers setting up schedules and calculations within the Revit environment
- Provide visualisations and views to aid with co-ordination (when required)
- Receive, federate and QA check project models at Tender, WIP or Contract status
- Manage data in a secure and controlled manner and use modelling through asset data management, working in a Common Data Environment and associated systems
- Develop working knowledge of BIM tools such as MagiCAD, Navisworks, Enscape, Dynamo, Grasshopper and BIM 360, etc.
- Support the BIM Manager with the deployment of new and advanced methods of engineering modelling and simulation.

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- Support the BIM Manager with the maintenance of BIM tools, datasets and workflows.

Engineering Knowledge

- Develop and evolve solutions to engineering problems whilst working to programme and within budget
- Develop understanding of how technologies, components and requirements are converted into building engineering systems designs, including the use of relevant standards
- Develop understanding of the mathematical, scientific and engineering techniques required to support the design and construction processes.

Project Management

- Develop understanding of project management systems, tools and techniques as they are applied to the design and construction process
- Task to-do lists (clash detection lists, internal task lists, information required for schedules)
- Review and manage the quality of engineers' BIM output in terms of checking the correct processes and procedures are followed
- Attend BIM co-ordination workshops to help to identify project tasks and resolve issues
- Consider installation and maintenance requirements of information shown in BIM models
- Develop understanding of regulations such as Construction, Design and Management (CDM), hazard identification, and risk mitigation
- Complete timesheets accurately
- File e-mails.

Document Control

- Manage the filing and dissemination of key project documentation in line with standards, including e-mails, briefing information and reports
- Prepare, upload and issue federated models and associated drawings and documents
- Use various collaborative EDMS systems (Electronic Document Management Systems) and their protocols specific to projects, such as Viewpoint, Asite, Aconex, etc.

General Admin

- Assist with answering phones when required
- Assist with coaching and upskilling colleagues

To begin with, you will work under the guidance of the BIM Manager until such a time that you can become largely autonomous and more integrated in the engineering teams.

Knowledge / Skills:

The successful candidate will have the following skills and knowledge:

- Excellent interpersonal skills and experience of communicating and collaborating with people at all levels (internally and externally)
- Strong administrative skills - organised with exceptional attention to detail
- Ability to approach problems positively, analytically and methodically

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- Ability to prepare and write detailed reports.
 - General working knowledge of MS Office applications
 - Ability to multi-task and work efficiently on a number of projects at one time
 - Ability to work autonomously as well as part of a team
 - Will be reliable, hard-working and flexible and have the enthusiasm to help others
 - Will be proactive and motivated and have a thirst to learn new things and expand their knowledge and contribution
 - An interest in what we do, creating better buildings and addressing the climate emergency.

The following skills, knowledge or experience is desirable but not essential:

- Experience with AutoCAD and/or Revit or Building Information Modelling
- Ability to plan/organise your time effectively in order to meet tight deadlines
- Experience of quality management / document control processes
- An interest in buildings and the built environment
- Good knowledge of Mechanical, Electrical and Public Health Engineering
- An interest in virtual environments
- An interest in coding or databases.

Qualifications and/or Experience

Essential

The successful candidate will have the following qualifications and experience:

- A minimum of 5 GCSEs at Grades A*-C including Maths (Grade B), English and Science or their equivalent.

Desirable [for non-apprenticeship applicants]

The following qualifications and experience are desirable but not essential:

- A-levels
- Degree Qualification
- Revit or BIM Qualifications
- Construction Industry-related Qualifications
- Building/Design Industry Experience
- Minimum of 2 years' experience working in a similar office environment.

Location and Hours

The role is envisaged to be predominantly office based (in our central London office – N1 7SB). Standard office hours are 9am to 6pm with 1 hour for lunch [40 hours a week], but the practice employs a flexible working policy, and flexible working practices can be discussed and mutually agreed at any point. Some reasonable flexibility on behalf of the employee would also be expected in the case of closing project deadlines.

What we Offer

In addition to the salary stated above, we offer the following:

- 5 weeks' paid holiday (in addition to bank holidays)
- A company self-investment personal pension scheme with employer contributions
- BUPA private medical cover
- Life and Critical Illness Insurance
- Salary sacrifice schemes such as: childcare vouchers, cycle to work and payroll giving
- Independent health and wellbeing support, including remote GP and mental health support, and physiotherapy
- Employee Bonus and Staff Incentivisation Scheme
- Opportunities to earn shares in the business over the long term
- Flexible working arrangements
- A relaxed, inclusive, supportive and friendly working environment
- The opportunity to work on interesting and challenging projects
- Exceptional personal and career development opportunities within an ambitious growing business.

Apprenticeship Option

An option is available to complete a Level 3 Apprenticeship over 3 years. On completion the apprentice will have satisfied the requirements for registration as an Engineering Technician by the relevant professional engineering institution. For more information see:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/building-services-design-technician-v1-0>

How to Apply

If you are interested in being part of our team, we would love to hear from you. Please send the following information/documents to screcruitment@skellyandcouch.com:

- a CV outlining your qualifications and experience
- a cover letter describing in more detail why you are interested in the role, your medium to long-term aspirations and how you believe you will be able to contribute to the practice's long-term vision and goals
- salary expectations.

You will also need to demonstrate that you are eligible to work in the UK.

Additional Information

- The position is available for an immediate start.
- We promote and value diversity in our workforce as we believe it is important to maintain a broad collective view when tackling the challenges that surround today's built environment. This includes people with disabilities so please do feel free to discuss any adjustments that you may require throughout the recruitment process with us.
- All correspondence related to the recruitment process will be by email and we will never ask for bank details as part of the selection process.