



Role Profile

BIM MANAGER/CAD REVIT CO-ORDINATOR

Reference No.	A5007	Type	Individual
Service	Property		
Job Family	Professional 2	Grade	FC8

Purpose

The development, operation, and control of the Property Service design software activity to meet the needs of the business.

Includes preparation of new or changed services, operation of the change process, the standardisation of the use of technical software and the monitoring of performance of systems to maximise their contribution to business performance, security, and their sustainability.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Technical specialism

- Maintains an in-depth knowledge of specific Property Services technical software specialisms and provides expert advice regarding their application. Can supervise specialist consultancy
- Identifies what technical software (Revit, Autocad, Navisworks, BIM 360 Design, Twin motion, NBS, QS BIM etc.) the office requires to meet current industry standards, BIM Level 2 and then BIM Level 3
- Setting BIM and Revit office standards
- Creating standardised library of Revit families for technical staff to adopt
- Assisting all Property Services technical staff with software/IT issues related to technical software

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a relevant subject or equivalent experience.

Substantial understanding of technical software in the construction Industry

Organisational knowledge and understanding of the council environment

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<ul style="list-style-type: none"> • Training or upskilling colleagues in specific software programmes, this will involve preparing presentations and delivering them. • Generating 3D content for the office to use • Leading meetings on technical software • Carrying out a clash detection role on complex projects and assisting the management of 3rd party models • Working with other teams within Property Services and Building Services to ensure Revit models are developed to meet operational requirements e.g., use of COBIE data • Where required liaising with other services within Fife Council to ensure clients, requirements are being met. For example, use of Revit to assist design development, preparation of presentation information for funding or planning applications and at the end of the project the information contained within As Built models • Dealing with various types of digital file formats 			
<p>IT strategy and planning Property Services Technical Software IT Strategy and planning</p> <ul style="list-style-type: none"> • Ensures that all Property Services staff adhere to Property Services Technical Software IT strategic management approach and timetables. Collates information and creates reports and insights to support Property Services Technical Software IT strategic management processes. Develops and communicates plans to drive forward the strategy. Contributes to the development of policies, standards and guidelines for Property Services Technical Software IT strategy development and planning • Research future versions of the Autodesk suite of products/platforms, attending webinars/seminars 	<p>Understanding of the IT strategy and how it applies in each area of expertise</p> <p>Undertaken data protection training</p> <p>Experience of successful collaborative working</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

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<ul style="list-style-type: none"> • Testing future versions and preparing proposals that provide the basis for a business case for upgrading to BTS • Act as a link between Property & BTS on upgrades/trials • Raise calls/issues with software supplier i.e., Cadline and follow as appropriate until issue resolved • Working with Lead Officer on licence allocation and renewals • Establishing hardware requirements for design colleagues • working with Lead Officer on document strategy for projects e.g., File Share/Autodesk Docs/SharePoint 			
Information assurance <ul style="list-style-type: none"> • Interprets information assurance and security policies and applies these to manage risks. Provides advice and guidance to ensure adoption of and adherence to information assurance architectures, strategies, policies, standards, and guidelines. Uses testing to support information assurance. Contributes to the development of policies, standards, and guidelines 	Understands the security requirements for their area of technical expertise	✓	
Methods and Tools <ul style="list-style-type: none"> • Promotes and ensures use of appropriate techniques, methodologies, and tools. 	Understands the monitoring tools applicable to their area of expertise and knows how to use these tools	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>