

**Job Description**  
**BIM Co-ordinator**

<b>Contract Type</b>	Permanent
<b>Job Title</b>	BIM Co-ordinator
<b>Specialism</b>	BIM and Model Management
<b>Reports to</b>	VDC Team Leader
<b>Location</b>	Positions available in Wixford, Warwickshire and in London

### About Fulcro

Fulcro is an innovative team of design technologists, engineers and creative thinkers who thrive on delivering solutions that are faster, better and more value for our clients. Our core activities are 3D and 4D digital prototyping, BIM management and 3D design detailing for construction, fabrication and assembly.

Fulcro work on the UK's and World's largest construction projects including Stadia, Iconic residential developments, flagship commercial buildings and Infrastructure projects.

Our people are important to us. We empower them to perform, offer opportunities to grow and reward their contribution.

### Purpose of the Role

The role requires diligence and best practice to be applied to the creation of digital prototypes and the federation of wider discipline digital models. It is also a requirement that the role assumes responsibility for the creation and maintenance of Fulcro procedural best practice and synchronisation across Fulcro's other regional offices and teams.

### Key Functions

- Review 3D Models from consultants and contractors
- Conduct clash detection and visual walkthroughs using NavisWorks Manage
- Audit and review models in Autodesk Revit
- Report Writing
- Hold weekly coordination meetings with project team members
- Early design review and constructability analysis
- Manage / Update BIM Project Documents
- 3D Model Quantity Extraction / Verification
- 4D Scheduling / Simulation
- Model Authoring

<b>Person Specification</b>	
<b>Experience/Interests</b>	
<ul style="list-style-type: none"> <li>• An in-depth working knowledge of current BIM versions with emphasis on project sheet set up.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to use time productively, maximise efficiency and meet challenging work deadlines and goals.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to take on additional responsibilities as needed as well as determining and manage priorities with minimal guidance.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Must possess and maintain exceptional work ethic as well as uphold company values and demand the highest standard of conduct from yourself and others.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Essential that you are a self starter and possess the drive to pursue continue gaining knowledge on BIM.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Ability to write and present information.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Able to positively lead and influence others to achieve results that are in the best interests of Fulcro</li> </ul>	E
<b>Qualifications/Skills</b>	
<ul style="list-style-type: none"> <li>• Autodesk AEC Collection, particularly, Revit, AutoCAD and NavisWorks</li> </ul>	D
<ul style="list-style-type: none"> <li>• Solibri</li> </ul>	D
<ul style="list-style-type: none"> <li>• Microsoft Office</li> </ul>	D
<ul style="list-style-type: none"> <li>• EDMS / CDE experience</li> </ul>	D

E-Essential, D-Desirable