

POSITION DESCRIPTION

Position	BIM Manager (Digital Engineering)
Report to	National Design Manager
Direct Reports	Design Team
Business Unit	Construction
Location	Christchurch/Milton

PURPOSE

This role aims to develop and implement a company-wide Digital Engineering and Building Information support framework. The intent of this role is to grow the maturity of Building Information Modelling uses across the company at all stages of building projects – to support our framework from “initiate” (Design, build, carbon assessments and costing), Plan, Build & Close (via facilities management and end of life).

KEY RESPONSIBILITIES

Health, Safety & Environmental requirements are addressed in all operations and project planning.

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company HSE policies.
- Throughout the workday HSE practice is observed and action taken if practices are unsafe.
- Effectively contributes to the implementation of HSE policies and procedures.
- Complies with HSE policies, procedures and guidelines.
- Reports all H&S and Environmental risks and incidents.
- Completes HSE Risk Identification and Assessments.
- Participates and engage with the organisation’s Management System.
- Collaborates and implement Improvement suggestions in your area of responsibility.
- Participates in emergency response training and practice drills.

- Participates in HSE Meeting where required.
- Participates in Staff Meetings if requested.
- Uses authority to stop any unsafe act.

Manage and maintain professional liaison with external design consultants and associated professional services

To check design documentation from external professional providers and liaise with all appropriate parties to correct or modify as necessary

Build and maintain effective working relationships with managers and clients through the organisation

Provide day to day management, technical support, and control of the design team

Provide support, coaching and develop design team skills and knowledge, particularly new staff

Within the parameters of this role, review and create systems and processes that will achieve consistent practice across the division along with clear lines of communication

Standard documents, control structures, roles and processes exist within CS.

Manage and maintain CS design software

Manage and maintain integration of software

Assist with Construction modelling across design team

To drive and lead a culture of innovation within the design team.

Liaison and interpersonal relationships are effective with internal division staff, external providers, and design staff

Project information and activity is inputted into a recording system and information is up to date

Relationships are productive and effective

Design Brief meetings are coordinated

New staff are trained, coached and work is checked towards continual improvement in their skills and knowledge

Overall high standard of quality is achieved with minimal errors.

Systems, processes, and communication are effective and efficient

Review and update all relevant documentation and processes to ensure efficient document control and processes.

Manages yearly updates of Revit and update template & content updates alongside design team SME's

Evaluations of design software are performed alongside IT team

Ensure wider CS design team is updated and informed of technology updates.

Assist in development procedure of Cost X to be utilised by design team in conjunction with commercial team

Cost X is widely used for pricing and estimation

Assist in developing 3D modelling when required

Review other technologies such as Augmented Reality to ensure CS maintains competitive edge.

Provide feedback and business case for acquiring technology to Design Manager when required.

Regular research is undertaken around new technologies relevant to the construction industry. Standardised documentation ensures that capability and capacity are matched.

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- Operational Support staff
- Business Unit Managers
- Project Managers
- Site Foreman
- Sales Team
- Quantity Surveying team
- Design Team

External

- Clients
- Professional services personnel
- Regulatory authorities
- Suppliers (internal and external)
- Sub-contractors

PERSON SPECIFICATIONS

Essential

- Considerable experience in software technology and process change within construction industry
- Knowledge of modern-day construction techniques and applications
- Experience in preparation of design concepts, estimating, contract administration and financial principles essential
- A high level of computer literacy especially Microsoft Word, Project, Excel, AutoCad (together with an interest in further developing computer skills)
- Excellent communication skills, including the ability to communicate with a wide range of people both verbally and in writing
- Attention to detail and ability to think conceptually, interpret drawings and determine the right outcome for the client
- Proven negotiation skills, problem solving techniques and able to handle situations under pressure
- Proven organisational and time-management skills with the ability to prioritise work effectively
- Proven experience in operational and staff management practices

Desirable

- Construction related professional qualification



Our Vision

**New Zealand's
property and build
partner of choice.**

Our Purpose

**Build a strong
future – for our
people, our
customers and
the communities
that we live and
work in.**

Our Values

**FIND A
WAY.**

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future

**PLAY
FAIR.**

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

**BE
LOYAL.**

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

**OWN
IT.**

We take ownership of our wellbeing, our work and the work of our team.