

JOB DESCRIPTION & PERSON SPECIFICATION



JOB TITLE: Landscape BIM Coordinator
REPORTS TO: Partner for Landscape Design
LOCATION: London
CONTRACT: Permanent
SALARY: Competitive

www.hta.co.uk

HTA DESIGN IS A MULTI-DISCIPLINARY PRACTICE AT THE FOREFRONT OF INNOVATION IN THE DESIGN AND DELIVERY OF GREAT HOUSING AND SUSTAINABLE PLACES TO LIVE.

We work across the UK, and occasionally internationally, with over 200 staff based mostly in our four studios in London, Edinburgh, Manchester and Bristol.

We are architects, planners, masterplanners, landscape architects, interior designers, graphic designers, illustrators, leaders in engagement and sustainability specialists, all working in collaboration to design great projects for the clients and communities we serve.

Our aim is always to create great places to live and to achieve this we believe we need to create a great place to work. We develop the career of our people through a planned programme of learning and development, within a nurturing and supportive environment.

We aim to be profitable so that we can share the rewards through remuneration and staff benefits, and have a transparent vision for practice succession, so that all members of the team can plan career progression to share in ownership and management.

Our approach to employee development and wellbeing is both informed and recognised by over 20 year's of being accredited by Investors in People.



HTA London

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HTA Edinburgh

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HTA Manchester

Clayton House, 59 Piccadilly, Manchester,
M1 2AQ T: 0161 236 9185

HTA Bristol

Spike Island Artspace, 133
Cumberland Road, Bristol, BS1 6UX

JOB PURPOSE

To be responsible for the successful deployment of Revit across a range of projects, including:

- Carrying out regular maintenance and audits of BIM projects;
- Training staff in the correct use of Revit software in accordance with HTA's BIM protocols;
- Participating in the ongoing development of BIM implementation within HTA's Landscape Design Team, with the support from other BIM Champions across the practice.

This role would be ideal for a BIM Coordinator/Specialist, or a Landscape Architect / experienced Architectural Assistant / Architectural Technologist who has a desire to specialise in BIM.

KEY RESPONSIBILITIES

- To support the development of Revit within HTA's existing workflows and act as a Landscape team 'BIM Champion' by supporting staff transitioning from AutoCAD.

Information Delivery

- To agree outputs and to deliver completed packages of information, and to carry out tasks relating to the delivery of project information using a range of platforms such as Revit, Navisworks, BIM360, Dynamo, BIM Interoperability Tools.
- To advise on the appropriate BIM protocols for the project and lead in the use of such protocols.
- To maintain and help develop HTA Landscape's BIM setup and BIM library.
- To support BIM users to maintain efficient and effective BIM operations.

Communication

- To communicate clearly and positively with other members of the project team, external consultants, contractors, sub-contractors, suppliers, advisory, statutory and other relevant bodies.
- To promptly report up if problems are forecasted.
- To clearly communicate the benefits and effectively promote the use of BIM amongst HTA's Landscape Team.

Quality

- To deliver the required quality standards in Landscape Design in accordance with HTA's Quality Management Procedures, bringing to the attention of the Project Leader any issues which may arise.
- To work within an agreed programme and time frame ensuring the delivery of outputs to planned time, cost and that HTA's quality standards are met, in accordance with the project requirements.
- To maintain a consistent drawing set-up and graphical standard.

ORGANISATIONAL RESPONSIBILITIES

Where appropriate, all HTA staff are required to:

- Understand, demonstrate and apply our workplace Values: Creativity, Collaboration, Commercial Value, Care for each other and Continuous Improvement.
- Establish good working relationships with both internal and external clients and provide a high quality service which meets their needs.
- Take ownership of, and contribute to, internal and external communications activity both in their job role and as part of HTA's overall strategic objectives.
- Demonstrate a personal commitment to embracing and promoting a positive approach to the achievement of acceptance, openness, and equality of opportunity at work for people from disadvantaged and under-represented groups (i.e. such as those with disabilities, LGBTQ+ and Black, Asian and Minority Ethnic communities).
- Promote and develop individual and company-wide activities which support and enhance environmental sustainability and health and safety objectives.
- Comply with HTA's Data Protection Policies when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the Company.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

EXPERIENCE AND QUALIFICATIONS

- Demonstrable experience of using Revit.
- A relevant design degree in the UK or overseas.
- Experience in public realm regeneration schemes and good understanding of landscape design services.
- Experience of supporting other team members in learning and developing their Revit skills.
- Experience of managing office-wide Revit resources (families and templates etc.) is strongly desirable.
- Experience in the use of BIM Execution Plans on complex projects involving multiple organisations and federated models.
- An enthusiasm and strong understanding of the wider implications of BIM for the construction industry is essential.
- Experience of using Navisworks, BIM360, NBS Chorus, AutoCAD, Sketchup, Adobe Creative Suite, Lumion is essential.
- Experience of using other related platforms including Dynamo, BIM Track, KeySCAPE is highly desirable.

ESSENTIAL SKILLS AND KNOWLEDGE

- Exceptional Revit skills.
- Understanding of Landscape Architecture principles and process.
- Excellent 3d modelling skills.
- Strong IT skills, with experience of using all MS Office applications and other relevant design packages listed above.
- Ability to take responsibility, meet project deadlines, to work independently and collaboratively as part of a team.
- First class organisational skills with the ability to prioritise, multi-task and manage time effectively.
- Excellent interpersonal and communication skills with the ability to build and maintain strong collaborative internal and external working relationships. This role will involve liaising with clients, consultants and Local planning authorities.
- Good verbal and writing skills with the confidence and ability to communicate clearly with a wide range of contacts.
- Ability to coach others in the use of BIM.
- An excellent problem solver, with a high level of intellect and logical thought processes.
- Excellent attention to detail with the ability to produce accurate work.
- Proactive with the ability to use initiative.
- Dedicated to own learning and development.

