Reference Material

Job Duties and Qualifications and Experience Requirements for Recruitment of BIM Manager, BIM Coordinator and BIM Modeller

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Disclaimer

In this publication, the Construction Industry Council (CIC) has provided for reference the sample job duties, qualifications, experience requirements and attributes of respective BIM personnel. The prospective employers are free to specify the exact requirements according to their own needs.

BIM Manager

<u>Job Duties</u>

- BIM Policy and Strategy
    - Develop BIM policy, strategy and implementation plan for the organisation and its projects.
    - Develop BIM quality assurance/quality control policy.
    - Recommend project-wide Common Data Environment (CDE), BIM hardware and software, and related technologies to be used, BIM staffing requirements and BIM modelling strategy / protocol.
    - Resolve BIM implementation issues.

- Management
    - Assess the BIM resources requirements, organise and coordinate the resources of the BIM teams for the projects.
    - Manage the cost effective deployment of the BIM resources including manpower, hardware and software, and related technologies.
    - Monitor, manage and report the time, cost and quality performance of BIM implementation in projects.

- BIM Project
    - Work with the project teams to develop and implement BIM technologies, BIM Execution Plans, workflows and processes, enforcement and quality audits.
    - Lead the BIM implementation in the projects to meet the objectives of the projects.
    - Oversee the quality and timely delivery of the BIM deliverables in the projects, maintain a clear and up-to-date register, and ensure and sign off the quality of the deliverables.
    - Manage and monitor the (internal and external) BIM teams and BIM consultants.
    - Lead BIM-related coordination workshops and monthly progress meetings, and maintain records of attendance and decisions made.
    - Lead the BIM teams to ensure that the execution of BIM in projects complies with the relevant BIM standards and project specifications and requirements.
    - Provide technical support on BIM-related aspects to contract preparation, tendering/tender assessment and subletting.

- BIM Development and Training
    - Explore and evaluate the suitability and benefits of new CDE and BIM-related software and related technologies for use in the projects.
    - Carry out research and development of BIM software and related technologies and develop streamlined workflows to meet the needs of the BIM uses/applications of the projects.
    - Lead the BIM training in corporate and project level and assess and certify the BIM staff competence prior to allowing them to carry the relevant items of BIM work.

Qualifications and Experience Requirements and Attributes

- Shall be a CIC-Certified BIM Managers (CCBM).
- Possess good practical experience in the areas such as planning, design, contract administration and execution of BIM projects in the areas of design management and specification, quantity surveying, construction management, project management, cost and programme management, and property management; quality assurance, etc.
- Possess good communication, interpersonal and team management skills and be proactive and positive.

(Note: The exact experience required depends on the nature of work to be assigned in the job and this should be specified by the employer taking into account the project and organisation needs. A professional architect, engineer or surveyor meeting the requirements may take up the role of a BIM Manager)*.

* *The words in brackets are guidance notes, which should be deleted and NOT to be printed out in the formal issue.*

BIM Coordinator

Job Duties

- BIM Project
    - Supervise the work of BIM modellers in BIM implementation, and carry out the duties of a BIM modeller if necessary.
    - Supervise the production and revision of BIM models and maintain the BIM dataset for various BIM Uses/applications in accordance with the relevant BIM Execution Plan, BIM standards and project specifications.
    - Oversee the project schedule, quality and internal manpower arrangement for BIM projects.
    - Coordinate and assist in BIM implementation and ensure all project BIM deliverables comply with the relevant BIM standards and project specifications and requirements.
    - Assist the BIM Manager in BIM-related reporting or meetings.
- BIM Coordination
    - Assist and support the BIM Manager in BIM collaboration and coordination with the Employer, consultants, contractor, subcontractors, suppliers and others in construction team to meet the objectives of the project.
    - Communicate and coordinate with different external project stakeholders in the various disciplines, including architects, engineers, surveyors, and the internal BIM operation team to maximise the utilisation of BIM from planning, design, construction, operation to asset and facility management and maintenance (if applicable) of the built asset.
- BIM Training
    - Provide training at corporate, project and team level.
    - Prepare on-the-job training materials, videos, user manual, etc.

Qualifications and Experience Requirements and Attributes

- Shall be a CIC-Certified BIM Coordinator (CCBC).

    For an applicant who is not yet a CCBC, he/she shall have:

    - a recognised diploma (or equivalent) in Qualifications Framework Level 4 or above in architecture, engineering, surveying, building or construction, or equivalent;
    - a minimum of three years related construction project experience, and a minimum of one year practical experience in BIM projects;
    - good knowledge of BIM standards including those published by the CIC and relevant international standards related to BIM; and
    - good knowledge and skills in the BIM hardware and software, and plug-ins required to be used.
- Possess good practical experience in project coordination of BIM and construction projects.
- Possess good communication, interpersonal and coordination skills, and be proactive and positive.

(Note: The exact coordination experience in the disciplines such as architectural, structural, MEP, etc., depends on the nature of work to be assigned in the job and this should be specified by the employer. An assistant professional in the architectural, engineering or surveying discipline meeting the requirements may take up the role of a BIM Coordinator. For a person who is not yet a CCBC but found to be acceptable, the employer shall in the offer require the successful applicant to complete a CIC accredited BIM coordinator course and obtain a completion training certificate, within 6 months of appointment, to reinforce his/her BIM competence)*.

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BIM Modeller

Job Duties

- Author/Create, modify and maintain BIM models, BIM objects and BIM datasets to meet the relevant BIM standards, BIM uses/applications, project specifications and the requirements provided by the design and/or construction professionals.
- Attend and assist the professionals in the relevant disciplines in their work in BIM project coordination meetings.
- Produce project drawings/plans and schedules from BIM models for approvals or statutory submissions.
- Provide support to the BIM manager(s), BIM coordinator(s) and design and/or construction professional(s) in BIM implementation in projects.

Qualifications and Experience Requirements

Possess a recognised certificate, diploma or above preferably in BIM, Architecture, Building, Construction, Engineering or Surveying.

Preferably possess a recognised training certificate in BIM modelling for the hardware and software, and plug-ins to be used.

(*Note: For a person with no prior BIM modelling experience in construction projects but found to be acceptable, the employer shall in the offer require the successful applicant to complete a recognised BIM training course and obtain a recognised training certificate in BIM modelling for the hardware and software, and plug-ins to be used (recognized in-house training course and certificate is an alternative), within 3 months of appointment, to reinforce his/her competence*)*.

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