

Role Summary

Senior BIM & Design Systems Coordinators within the Central Digital Delivery Team, play a pivotal role in supporting the implementation, governance, and continuous improvement of Foster + Partners' BIM standards, methods and procedures across all studios and projects aligned with the practice-wide BIM & Design Systems standards and strategy.

The role acts as a senior technical expert and mentor for information management strategy development and support, responsible for ensuring the delivery team is optimised for working in Revit, associated design technologies, workflows, and for delivery of coordinated models, data, reports and other related project documentation. This role takes responsibility for ensuring projects are setup and run according to agreed standards and methods. The role ensures the standards are in line with both contractual and Foster + Partners requirements and guides the architectural and supports teams to ensure a smooth path to delivery.

Senior BIM Coordinators in the Digital Delivery team are deployed to projects for periods of time, at the start of projects – to agree standards and methods, from time to time to ensure standards are being followed, or if a project needs some specific help or expertise.

Role Definition

Job title: Senior BIM & Design Systems Coordinator – Digital Delivery

Reporting to: Digital Delivery Manager, Central Digital Delivery Team and ultimately to Head of BIM & Design Systems

Responsibilities

- Support the Digital Delivery Manager in developing, maintaining, and deploying BIM & Design Systems standards, methodologies, and workflows across all projects and studios.
- Act as a senior technical advisor and mentor for studio-based BIM coordinators and project teams, enabling consistent application of digital delivery best practices.
- Support the Studio BIM Leads and BIM Coordinators when supporting the development of project information management strategies and projects set-ups for large and complex projects.
- Oversees liaison and communication with the client and other project stakeholder BIM representatives for complex projects.
- Lead and oversee the information management processes, ensuring compliance with Foster + Partners' BIM standards and relevant contractual obligations (including ISO 19650).
- Manage and maintain central BIM content libraries, templates, Revit families, and associated digital assets to support efficient project delivery.
- Provide expert technical support on Revit, Navisworks, and other BIM-related software, helping troubleshoot and resolve issues impacting project teams.
- In collaboration with the technical training team, deliver training sessions, workshops, and ongoing mentoring to enhance BIM competencies across the studios.
- Collaborate closely with cross-functional teams to facilitate smooth workflows and information management.
- Monitor model quality and coordination issues across projects, supporting project BIM Coordinators in managing QA/QC processes.
- Actively contribute to research and innovation initiatives to improve digital delivery capabilities and introduce emerging technologies and automation tools.
- Communicate changes to standards, tools, and workflows effectively to all stakeholders, ensuring alignment and uptake.
- Identify and escalate opportunities for process improvements and technical enhancements.

- Participate in and /or manage BIM & Design Systems internal projects to optimise workflows and technologies.
- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards.

Qualities and Skills Required

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Degree or equivalent qualification in Architecture, Architectural Technology, or related discipline.
- Minimum 8 years' experience as a BIM Coordinator or similar role, with strong expertise in Revit and associated BIM technologies on medium to large-scale projects.
- In depth knowledge of the latest version of Revit (and associated technologies) and Navisworks with experience of running clash detection, and producing clash reports
- Advanced knowledge of modelling/content creation within Revit
- Can demonstrate leading the creation, review and application of BIM execution plans and associated documentation
- Proven ability to lead BIM execution and QA/QC processes at project or organisational level.
- Excellent communication and interpersonal skills, capable of mentoring and influencing technical and design teams.
- Comfortable working across multiple projects and studios simultaneously, balancing priorities effectively.
- Proactive, self-motivated, and adaptable, with a strong commitment to ongoing professional development and innovation.
- Experience supporting ISO 19650 aligned workflows and digital information management best practices.
- Demonstrable leadership and collaboration skills with internal teams and external partners.
- Ability to draft, implement and communicate new processes and policies.
- Able to lead internal project teams and manage a busy team environment.
- Able to manage sensitive and sometimes confidential information.
- Excellent communications skills, both written and verbal.
- Self-motivated, good organization skills and able to take responsibility.
- Good interpersonal skills and able to work independently and as part of an effective team, assisting and supporting team members.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure and meet deadlines.
- Ability to manage sensitive information responsibly and maintain confidentiality.

Desirable

- Knowledge of Dynamo and the ability to read and write scripts.
- Knowledge of Rhino, Grasshopper, Enscape, V-Ray, Bluebeam, BIM360/ACC, Revizto, Newforma and Aconex.
- Knowledge of construction phase BIM and digital delivery in build environments.
- Previous involvement in centralised BIM or digital delivery teams, supporting multiple studios or offices.
- Knowledge of ISO 19650 or other international BIM standards.
- Ability to use the Adobe suite and Office 365 platforms.
- BIM Qualifications: BSI, BRE, RICS or similar.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.