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| Job title | Senior Information Manager |
| Grade | Senior Engineer |
| Discipline | Projects: Information Management (IM) |
| Cost Centre Code | 0105 |
| Business Unit | Projects |
| Office Location | London / Bath / Cambridge / Edinburgh / Leeds / Manchester |
| Workplace | In-office with hybrid option |
| Hiring Manager | |
| Reporting line | <pre> graph LR A[Senior Information Manager] --> B[Team Leader] B --> C[UK+ Business Unit Leader] </pre> |
| People Management | <p>The Information Management Team is a growing team currently comprising 3 members, ranging from Graduate Information Manager to Associate Director. There are a number of Project Administrative Assistants who also contribute to the team's work.</p> <p>The team forms part of a wider Projects group, comprising c. 50 employees in Edinburgh, London, Leeds, Manchester and Bath.</p> |

Role overview

Job purpose

The nature of the role will vary subtly depending on your background and aspirations - we are looking for candidates to fill roles that have both a technical and commercial leaning.

Broadly, as a Senior Information Manager you will work with the Discipline Lead, internal and external clients to maximise the value of adopting a Digital-led project approach throughout the whole project lifecycle.

Above all, you'll have a genuine desire to leverage IM, BIM and Digital-led solutions in order to achieve more sustainable outcomes for the built environment.

Key Duties

Principle Responsibilities

- This role will see you working as part of a talented specialist team focussing on IM consultancy projects across a range of sectors, including stadia, culture, commercial, aviation, residential and more.
- You will be involved in consulting clients on strategic implementation of BIM through the planning, design, construction and operational stages for a project lifecycle.
- Liaising and co-operating with Project Directors, Project Leaders, IT and Regional BIM Leaders in support of a collaborative working culture both within Buro Happold and with external parties.
- On active projects, the role involves the management and delivery of the Client's information requirements during the project lifecycle through activities such as coordination, information delivery planning and visualisation.
- Offering the IM consultancy service for the creation of strategic and tactical requirements; and implementation services for setting up, governing and maintaining the Asset Information Model and Project Information Model.
- Setting up and managing Common Data Environments (CDEs) on behalf of Clients where we are Lead Consultant and/or have the Information Manager scope.
- Establishing the internal Common Data Environment including processes and procedures to enable reliable information exchange between Project Team Members, the Employer and other parties.
- Managing Common Data Environment processes and procedures.
- Contribute to the provision of strategic advice to clients wanting to improve projects and organisations through a digital approach.
- Maintaining the Information Model to meet integrity and security standards in compliance with the exchange information requirements.
- Driving project performance, service delivery and technical and commercial outcomes and undertaking reviews, ensuring client delivery is above expectation.
- Ensuring risks are proactively identified, assessed and managed to avoid adverse impacts on the project.
- Working to ensure maximum client satisfaction, championing client care and proactively working with the client.

Skills Development

- Reviewing the performance of team members and developing them to their full potential
- Demonstrate leadership that generates the environment for a high performing team to develop and be sustained throughout the project.
- Ensure latest learning and development initiatives are implemented as required within the team

Finance

- Supporting the financial performance of the team by developing relationships with internal and external clients
 - Engaging with internal project managers to ensure the IM product is understood and included in their bids.
 - Support the building of relationships with external clients both through existing project work and business development
- Supporting the monitoring Fee Spend Against Planned:
 - Regularly monitor project actual spending against the planned budget.
 - Take appropriate action to address any emerging issues of overspending before they become critical.
- Liaising with team leadership, Project Director and Central Finance Team:

- Collaborate with the team leadership, Project Director and Finance Team:.
- Support managing Change and Additional Fees:
 - Ensure that any changes to the project scope are managed in accordance with the contract.
 - Work with Project Director to secure appropriate additional fees if necessary.
- Developing effective use of Deltek Vantagepoint:
 - Utilise Deltek Vantagepoint effectively for financial management and reporting.

Project Management & Reporting

- Manage documents in line with the BH Quality Management System
- Support the Project Director in preparing monthly reports to the client on activities carried out and to BH senior management, as required
- Monitor the team's tasks against agreed deadlines, flagging any potential delays so that they can be addressed promptly
- Attend project and group meetings as necessary, monitor and coordinate actions and responses arising
- Ensure compliance with QA procedures.

Planning and Operations

- Support the Project Director to ensure QMS audit compliance.
- Create and improve project information management protocols where needed.
- Oversight of the creation of project deliverables to ensure that they meet with client information requirements in collaboration with the project management team.
- Ensure that common systems and templates are set up and that any problems are communicated to IT Support.
- Review appointment documents in conjunction with BH Legal Services team.

Skills & Experience

- **Experience and Expertise:**
 - A minimum of five years of experience in the construction industry
 - A minimum of five years of deep and detailed knowledge of authoring platforms and evaluation platforms such as Revit, Civil 3D, BIM360, Autodesk Construction Cloud, Solibri and Navisworks.
 - You will hold a relevant industry qualification. Typical degrees include: [Engineering Technology, Architect, Architectural Technologist, Project Management, BIM Management] or be able to demonstrate experiential learning to an equivalent level.
 - Experience in a Built Environment sector with an architect, main contractor or engineering consultancy in a project/design management and information management role.
 - Experience with bidding and the business development process.
- **General Attributes**
 - You'll be passionate about creating a better built environment via the adoption of BIM, Digital Construction methods, and Information Management techniques to enhance project and operational outcomes throughout the data/asset lifecycle.
 - You can demonstrate an understanding of the ISO 19650 Suite of Documents and international approaches, with focus on the commercial obligations of Projects, and understanding what is required to meet the client's initial information brief stated in their information requirements for the project lifecycle.
 - Inquisitiveness and a desire to be innovative are important, but you must be prepared to listen to our clients and find solutions that fit their needs.

- You will take pride in being an excellent communicator, capable of selling the value of Information Management and Digital Delivery to internal and external stakeholders.
- **Leadership and Coordination:**
 - We are looking for someone that can work collaboratively and leverage the diverse skills and knowledge which exist in our business to drive their own career development and learning forward.
 - Ability to act as an Information Management Lead for complex multi-disciplinary projects, taking ownership of successful and coordinated delivery across different disciplines and regions will form a central part of the successful delivery of this role.
 - You will be comfortable working in a multi-discipline environment, collaborating with core disciplines, specialists, architects, and clients.
 - Capable of leading either from the front or alongside a project director.
 - You can demonstrate leadership by engaging others in information management and ensuring successful project delivery.
 - You have an understanding of the information produced by differing disciplines within a multi-disciplinary team, buildings, cities, and specialists.
 - You can develop a track record of bidding for and winning work for the team, with good relationships both internally and externally (architects, clients, collaborators).
- **Project Delivery and Risk Management:**
 - Pursuing an outcome-based service and systems thinking approach.
 - Mapping processes and aligning digital deliverables and the management of their delivery
 - Generating reports based on risk, progress, performance, change and quality.
 - Carry out validation and compliance checks and advise on non-compliance.
 - Proficient in coordinating project delivery, including managing internal resources, consultant appointments, and design delivery.
 - Understands key issues likely to occur in all areas (contractual, commercial, financial, and technical) and can address these issues or escalate appropriately.
 - Alert to commercial risks and opportunities, ready to act promptly when necessary.
- **Continuous Improvement:**
 - Actively seeks to improve processes and collaborates with the QA team to implement enhancements.