

## Position Description – BIM Manager / Draftsperson

About Arts Centre Melbourne	
<p>Situated in the heart of Melbourne’s cultural precinct, Arts Centre Melbourne presents world-class performing arts in a year round exciting program. Experience Australia’s best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.</p> <p>Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Community, Care More and Creativity.</p>	
About the Business Unit	
<p>Facilities Management Services is responsible for the strategic planning and effective operational management of Arts Centre Melbourne’s (ACM) services, buildings and precinct in delivering services to our customers and stakeholders.</p> <p>The business unit is comprised of five functional areas: maintenance services, engineering services, capital projects, security services and health, safety &amp; environmental services.</p>	
About the Position	
<b>Primary Purpose</b>	<p>The Building Information Modelling (BIM) Manager / Draftsperson, will have a hands-on role in coordinating, implementing, and the maintenance of the digitalisation of the physical and functional characteristics of ACM’s assets and facilities. The position will prepare technical drawings and documentation for all buildings and sites to meet compliant standards.</p> <p>A key focus of the position is to liaise with the ACM Reimaging and Facilities Management teams, its architects and consultants to ensure that all project information is included in the ACM’s drawing and asset management information systems. The position will coordinate the efforts of people to accomplish desired goals and objectives using available resources efficiently and effectively.</p>
<b>Reports to</b>	Manager, Capital Projects
<b>Direct Reports</b>	None
<b>Key Relationships</b>	<p><b>Internal</b> - Facilities Management Services, Asset Manager, Project Managers, Information Technology Services, Production, Presenter Services, Food &amp; Beverage, Reimaging project teams and business units affected by projects</p> <p><b>External</b> – Architects, consultants, contractors, regulatory authorities and presenters</p>
<b>Position Type</b>	Full Time - ongoing
<b>Salary Classification</b>	4.3

<b>Financial Delegation</b> As per Financial Delegation Policy	
<b>Key Criteria</b>	
Qualifications	Extensive drafting experience using Revit and experience with the coordination of asset information within ACM's Asset Information Management System (AIMS) software.
Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years' experience in a similar role.</li> <li>• Demonstrated experience in liaising with stakeholders in a complex organisation and the ability to prepare briefs and resolve conflicting resource demands.</li> <li>• Proven track record of developing constructive relationships by effectively managing the competing demands of diverse stakeholders, interest groups and issues.</li> <li>• Demonstrated ability to coordinate the efforts of people to accomplish desired goals and objectives using available resources efficiently and effectively.</li> <li>• Extensive experience in preparing and reviewing detailed technical information such as drawings, manuals and other relevant data.</li> <li>• Knowledge and experience preparing detailed plans, asset information, project documentation in Autodesk Revit 2018</li> <li>• Experience with AIMS, CMMS or other SQL systems as applicable to complex asset types</li> <li>• Experience of services in large multi-story commercial buildings and an understanding of system schematics</li> <li>• Demonstrated ability with database and spreadsheet software packages, preferably with the Microsoft Office range of products</li> <li>• Well-developed written, verbal and interpersonal communication skills and the ability to communicate effectively with stakeholders at all levels.</li> <li>• Ability to work under strict deadlines and high-pressure environments with a high degree of customer service.</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Knowledge of, and ability to work with Heritage Victoria, Heritage Australia (or related authorities)</li> <li>• Understanding of Asset Management and Project management principles</li> <li>• Knowledge of statutory requirements and regulations in particular OH&amp;S, building and equipment standards, Building Code of Australia and Australian Standards applicable to the role</li> </ul>
Other (i.e. legal or physical)	<ul style="list-style-type: none"> <li>• General office work with a strong emphasis on computer usage and site work including outdoor locations</li> <li>• May be required to walk distances of up to 2-3 km's and carry light equipment, work at height and attend site out of normal hours</li> </ul>

## Accountabilities

- Liaise with the ACM Reimaging and Facilities Management teams, its architects, and consultants to ensure that all project information is included in the ACM's drawing and asset management information systems.
- Proactively make recommendations and advice on improvements to support the success of the Facilities team and broader ACM teams in the process of keeping accurate physical and functional characteristics of ACM's assets and facilities in both Revit and the AIMS system.
- Coordinate the diverse sources of input by key stakeholders to accomplish desired project goals and objectives using available resources efficiently and effectively.
- Develop and implement records, processes, and maintain an integrated system for managing drawings and asset information.
- Ensure accuracy of data and ensure that it is delivered in the correct form when scheduled.
- Maintain existing plans including revision as dictated by project or maintenance works.
- Consult with and coordinate stakeholders to design, layout or detail components and systems and to help resolve design or other problems.
- Review and analyse specifications, sketches, drawings, ideas and related data to access factors affecting designs and the procedures and instructions to be followed.
- Optimise and improve processes where necessary.
- Arrange logistics for meetings and other drawing and asset related activities including administration support: preparation of agendas, meeting minutes and other relevant materials.
- Ensure Arts Centre Melbourne's Risk Management Strategic Framework and Procedures are observed and complies with at all times.
- Contribute collaboratively with the broader Arts Centre Melbourne team and The Role You Play.
- Ensure Arts Centre Melbourne's Occupational Health & Safety Policy and Procedures are observed and complied with at all times.
- Contribute to the improvement of safety performance at Arts Centre Melbourne.

## Decision Making

- Under the broad direction of the Manager, Capital Projects, the incumbent will be required to make daily documentation decisions that will include the successful data capture and its retrieval