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## Job Specification

# US Building Information Management Lead.

### Company

Fexillon

### Contact

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### Date

28<sup>th</sup> November 2023



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## Position - US Building Information Management Lead

### Company Profile

Fexillon LLC are the leading specialists in managing digital information for the whole asset lifecycle. The company manage quality approved information on projects for blue chip clients, across numerous sectors, including the pharmaceutical, data centre, healthcare, educational and architectural industries. Fexillon LLC is an award-winning company with over 20 years in business. The company is expanding globally and to facilitate this expansion, require a Building Information Management Lead to work as an integral part of the US operation.

### Company Culture

Organisational culture is a pattern of shared values and beliefs, giving members of the organisation meaning. Fexillon has a unitarist and collaborative culture, where the company and its teams share the same goals and objectives. Our people maximise their potential through company leadership and learning models.

Development of people is a key element of a leadership organisation. The Company Directors create a shared vision, inspiring all the team to believe in what they can become, as well as encouraging them to participate in the formulation of company strategy. This provides people with a platform for innovation and creativity.

A learning organisation continually transforms and promotes the learning of all its members. The Company believes in transferring knowledge quickly and efficiently throughout the organisation. Each employee has an individual education, training & development programme. Employees are participants not observers.

Fexillon is a collective powered by diversity and inclusion. It is a demanding family like business environment. The Company places a significant emphasis on sustainability, social responsibility and assisting community initiatives.

### Company HR Mission

*Empowering people to maximise their professional and personal potential in a challenging business environment.*

### Role Profile - US Building Information Management Lead

As a key component of the US management team, the Building Information Lead will report to the CEO, as well as contributing to the strategic planning and decision making of the business. The Building Information Management Lead will work closely with leading owner/operators to ensure that the set up and delivery of their building information, standards, processes and workflows are in place. He or she will coordinate the project from pre- design stage to the handover, operations and facility management stages for the buildings and assets. As this is a new position within the Company, there will be an onus on the Building Information Management Lead to develop the role and manage change.

The position is based in Charleston, South Carolina.

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## Key Role Responsibilities

- The Building Information Management Lead will coordinate the project from pre- design stage to the handover, operations and facility management stages for the buildings and assets Managing the on-going expansion and support of Key Customers Account in the United States.
- Liaise with the Senior Management team on a weekly basis.
- Task workflow management, quality assurance, project handover/turnover progress reporting.
- Working closely with site-based teams and owner operators.
- On-boarding and training new hires in support of Customers & Projects  
Developing and maintaining Standards for implementation and support of Customers on the Fexillon Platform.
- Attaining expertise on the Fexillon platform and providing feedback to Senior Management on user adoptions and any recommendations for Product improvements.  
Engage with other functions in the business to comprehend and exceed customer needs.  
Working with the President and V P to support the acquisition and retention of new customers.
- Supporting localisation requirements for the Fexillon platform to ensure local support if available to meet with customer requirements.
- Contributing to Use Case development in the Area of Asset Lifecycle management and in particular FM and sustainability.
- Assisting and consulting the Smart Buildings team during the Digital Twin creation and support processes.

## Skills, Qualifications & Competencies

- Outstanding communication and interpersonal skills.
- Core competencies in critical thinking and strategising.
- A leader with both creative and analytical capabilities.
- Minimum of a primary degree in Construction, Engineering or Technology discipline.
- 2-3 years proven experience in a similar role.
- An understanding of Digital Project Delivery and Building Handover control and management
- An ability to work as part of a team in a challenging business environment.
- A Knowledge of Building Information Modelling and CAD
- Understanding of different business disciplines.
- An understanding of Industry standards such as RIBA Digital Plan of Work, COBIE, BSRIA ,& ASHRAE
- Ability to liaise with high level clients.
- Decision making ability in a fast-paced dynamic setting.

## Salary & Benefits

The role comes with a very competitive salary and an extensive suite of benefits. Salary will be dependent on relevant experience. This is an excellent opportunity for the right candidate to move to an innovative, successful business with ambitious growth plans. If the role excites you and you share our values, we would be delighted to hear from you. Please send your CV to [careers@fexillon.com](mailto:careers@fexillon.com)

**Fexillon is an equal opportunities employer.**