

## Appointment of Buildings Information Manager (2556)

### Ballymoney Guide for Applicants



## Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: [www.nrc.ac.uk](http://www.nrc.ac.uk)

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', written in a cursive style.

Terri Scott  
Principal and Chief Executive

## 1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2017-18 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: [www.nrc.ac.uk](http://www.nrc.ac.uk)

## 2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

### Vision

*“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”*

### Mission

*“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”*

### Values

|                        |  |
|------------------------|--|
| <b>Student Focused</b> | Putting the student first in all we do.  |
| <b>Innovation</b>      | Challenging ourselves to be innovative and drive continuous improvement.         |
| <b>Collaboration</b>   | Engaging proactively with internal and external partners to achieve joint goals. |
| <b>Inclusiveness</b>   | Promoting equality, diversity, transparency and opportunity.                     |
| <b>Sustainability</b>  | Focusing on the long-term future of our College.                                 |
| <b>Development</b>     | Committing to ongoing development of our staff.                                  |

### 3. Job Description

**Job title:** Buildings Information Manager

**Reporting to:** Head of Estates

**Location:** Ballymoney

#### Job purpose

NRC is changing, with a 5 year programme now in place to deliver 2 major building projects at the Coleraine and Ballymena campuses. The estates team are working with other stakeholders to ensure that these projects are delivered to the highest standards, including BIM level 2. As part of its planning for the next 5 years, the team is reviewing its structure, and resources and has identified a key role for an ambitious, enthusiastic, professional to join the team to ensure that the new projects are planned and delivered to provide the best college level educational facilities available to prospective students.

As an integral part of the colleges support team, the individual will be involved in all aspects of the estates function, from day to day management to working with the design teams and contractors to deliver the BIM level 2 project, and to develop facilities management systems within the college that will provide a vital management resource to the college for the new, and existing buildings. The team is embedded in the change management programme in the college and is a key driver of progress and change across the entire college estate.

In preparation for the major changes over the next 5 years, the estates team has set up a base in the Ballymoney campus, and the new post will be based at this campus, but will have duties at all the college campuses and must be willing to travel.

#### Main duties and responsibilities

The key elements of the post are:

- Set up and manage the common data environment for the 2 new projects and the 2 remaining campuses
- To set up and fulfil the role of information management as defined in Outline Scope of Services for the Role of Information Management CIC/INF MAN/S first edition 2013

#### Common Data Environment Management

- Establish a Common Data Environment including processes and procedures to enable reliable information exchange between Project Team Members, the Employer and other parties

- Establish, agree and implement the information structure and maintenance standards for the Information Model
- Receive information into the Information Model in compliance with agreed processes and procedures. Validate compliance with information requirements and advise on non-compliance
- Maintain the Information Model to meet integrity and security standards in compliance with the employer's information requirement
- Manage Common Data Environment processes and procedures, validate compliance with them and advise on non-compliance

### Project Information Management

- Initiate, agree and implement the Project Information Plan and Asset Information Plan covering: information structure across roles e.g. software platforms (all levels of supply chain) appropriate to meet Employer requirements and Project Team resources
- responsibility for provision of information at each Stage
- level of detail of information required for specific Project Outputs e.g. Planning, Procurement, FM Procurement
- the process for incorporating as-constructed, testing, validation and commissioning information
- Enable integration of information within the Project Team and co-ordination of information by Design Lead
- Agree formats for Project Outputs
- Assist Project Team Members in assembling information for Project Outputs

### Collaborative working, information exchange and project team management

- Support the implementation of the Project BIM protocol including updating the Appendices
- Liaise with and co-operate with Project Team Members and the Employer in support of a collaborative working culture
- Assist the Project Team Members in establishing information exchange processes, including: define and agree procedures for convening, chairing, attendance and responsibility for recording "information exchange process meetings"
- Participate in and comply with project team management procedures and processes including: risk and value management
- performance management and measurement procedures

- change management procedures including adjustments to budgets and programme
- attendance at project and design team meetings as required
- agree and implement record keeping, archiving and audit trail for Information Model

Additional Services:

Provide the services to host the Common Data Environment

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.

#### 4. Person Specification

Applicants must meet the following eligibility criteria and desirable criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

| Eligibility Criteria   | Essential/<br>Desirable | How<br>Assessed                 |
|--|-------------------------|---------------------------------|
| <b>Qualifications</b>  |                         |                                 |
| Degree in architecture related discipline.   | E                       | Application form/certificate    |
| Masters in Building Information Modelling & Project Management   | E                       |                                 |
| <b>Experience</b>  |                         |                                 |
| Minimum 1 Year working experience using CAD, BIM, Revit software packages in an office environment   | E                       | Application form                |
| Minimum 1 Year working experience using Microsoft office, Excel, PowerPoint in an office environment   | E                       |                                 |
| Minimum 1 Year working experience using statistical analysis software package in an office environment                                       | E                       |                                 |
| Minimum 1 Year working experience working within a design orientated team to deliver projects and information across a range of stakeholders | E                       |                                 |
| Minimum 1 year post qualification experience of working on BIM level 2 projects in an office environment                                     | E                       |                                 |
| <b>Other Requirements</b>  |                         |                                 |
| Full driving licence and access to a car   | E                       | Selection process and interview |
| Ability to travel  | E                       |                                 |
| Ability and enthusiasm to assist others to develop their knowledge and skills in computer software and programmes                            | D                       |                                 |
| Flexibility and willingness to learn new skills  | D                       |                                 |



| Essential Criteria                       | Essential/<br>Desirable | How<br>Assessed |
|--|-------------------------|-----------------|
| <b>Key Competencies</b>                  |                         |                 |
| Specialist Knowledge                     | E                       | Interview       |
| Planning and Organising                  | E                       |                 |
| Identifying and Optimising Opportunities | E                       |                 |
| Communicating Effectively                | E                       |                 |

## 5. Terms of Appointment

- This is a 4 year fixed term post with the possibility of extension.
- The salary scale for this post is £23,398 - £27,668.
- The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

## 6. Recruitment and Selection Process

### How to apply

To apply, please email completed application forms to [jobs@nrc.ac.uk](mailto:jobs@nrc.ac.uk)

The closing date for applications is **24 April 2018** at 1.00pm. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - **CVs will not be accepted.**

Applicants with a disability who require assistance will be facilitated upon request.

Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

### Equal Opportunities Monitoring

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

### Application Form

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

### Shortlist

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make

assumptions or take into consideration information known to them personally about any applicant.

### **Selection and Interview**

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during May 2018.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

### **Notification of Successful Applicants**

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

### **Offer of Employment: Appointment Verification**

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at [www.nrc.ac.uk](http://www.nrc.ac.uk)

Further information on Enhanced Disclosure Certificates may be found at:

<http://www.nidirect.gov.uk>

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## **Keeping of Records**

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

## **Equality and Diversity**

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

*'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'*

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

## **Further Information**

Should you have any further queries about this selection process, please contact HR Office on 02825 664257.