

## 1.0\_General Information

Role   Position:	Junior Digital Coordinator
Technical Level:	Level 2
Department:	Operational & Technical
Sub-Department:	Digital
Direct Line Management:	Senior Digital Lead   Digital Lead
Department Responsibility:	Operations Director

## 2.0\_Role Description

As you have come from either an Architectural, Structural, Civil or HVAC/MEP background, with some exposure through a recent work placement, with a limited employment history. With your diploma &/or degree & the knowledge of your technical discipline background, your enthusiasm to learn all things Digital, while also having an open-mind for learning, adapting digital challenges to real-life projects places you in a position of exponential growth.

With your willingness to gain knowledge of the real world, the role &/or position of Junior Digital Coordinator, Level 2 places you at the forefront of this Digital career.

## 3.0\_Technical Assessment

There are **(10)** Technical Disciplines that are potentially considered relevant to your previous theoretical &/or practical knowledge, that form part of DCMvn & these are as follows;

**ARC | STR | CIV | HZG | KLT | RLT | SAN | SPR | ELT | MSR**

You are expected to have knowledge of your major & the potential of knowledge across other disciplines. Your experience & knowledge of these disciplines is primarily based on the ability to work with the native platforms, delivery of tasks, etc. & not just the actual technical aspect of the discipline itself.

DCMvn's expectations are that a maximum of **(7)** various disciplines are to achieve an Intermediate **(I)** level in terms of the rating system for the overall role of a Digital Coordinator.

There is a rating system based on knowledge being;

**B = Beginner | I = Intermediate | E = Experienced**

The requirements for this role & position are as follows:

**B = Up to 8**

**I = 1**

**E = 0**

These disciplines are assessed by your respective Direct Line Management (Senior Digital Lead | Digital Lead).

## 4.0\_Responsibilities\_Hard Skills

**Hard Skills: Teachable skills or job-specific abilities that can be measured & quantified.**

In this position your responsibilities relating to Hard Skills should be aligned to the following:

- The ability to use Autodesk Revit as the companies' primary Design, Modelling , Coordination & Documentation Platform.
- Successfully achieved a score of 80% or greater in (1) DCMvn KnowledgeSmart Revit Fundamentals Test.
- The ability to use remote-working-access environments, required for the undertaking of your prescribed work & responsibilities.
- Exposure to other supportive software & minor skills in platforms i.e. AutoCAD, Dynamo, Navisworks, Programming languages (C#, Java, Python, etc.), BIM360 platforms, Word, Excel, PowerPoint, etc., which shall compliment your abilities within the company.
- The knowledge & practical skills in utilising & working with our preferred coordination & collaboration platforms (Revizto &/BIMCollab).
- Knowledge about Digital & BIM Delivery, theoretical exposure & a minimum amount of practical delivery.
- The use of the English language in both written & verbal forms; not assessed formally, but informal with the ability to express oneself.

## 5.0\_Responsibilities\_Soft Skills



**Soft Skills: Individuals social ability to & how they relate to & interact with other people.**

At this Level your responsibilities relating to Soft Skills are considered under-development, primarily due to this being your first engagement as a full-time employee.

The **(10)** Soft Skills that you are to develop within the DCMvn are as follows:

### 1. Time Management

How to assess, plan & execute your tasks within a set time frame.

### 2. Emotional Intelligence

The act of assessing, acknowledging & controlling emotions between personal & professional issues.

### 3. Continuous Learning

Having the attitude of an open mind, allowing you the possibilities to learn processes for the first time or to re-learn things relating to previous tasks.

#### **4. Adaptability**

The confidence to be able to adjust/modify your abilities within your responsibilities to go with changes, both within the project & the company environments.

#### **5. Collaboration & Teamwork**

The ability to work and collaborative within a “team-environment”, showing support & respect to all fellow team members, regardless of the role, responsibilities or technical Levels.

#### **6. Resilience & Curiosity**

Having the ability & professional capacity to bounce-back & recover quickly from any professional challenges presented. Also the strong desire to know “how” things are created & the willingness to learn about things within the company.

#### **7. Coaching Mindset**

Having an open mind to always be in a learning-mindset, with the ability to not only learn but also teach others within the company & share knowledge obtained, so that we grow individually, but also collectively.

#### **8. Project Management**

The application of processes, methods, skills, knowledge & experience to achieve specific project & company objectives, according to the agreed criteria & deliverables.

#### **9. Creativity**

Using your imagination of original ideas to create & develop processes within DCMvns’ working environment, the inventiveness of re-inventing or developing past/current ideas/processes into something better.

#### **10. Critical Thinking & Problem Solving**

There are (8) main points to consider when applying Critical Thinking & Problem Solving to your role:

- Gather all information.
- Understand & define all information obtained.
- Question the methods by which the facts have been produced, along with the conclusions obtained.
- Look for hidden assumptions & biases amongst the information & results.
- Question the source of facts obtained.
- Don't expect all of the answers to be found.
- Examine the overall process & look at the “big-picture”.
- Understand your own biases & values.

## 6.0\_People Management

At this Technical Level the lessoned learnt under the direct line management of your Team Lead, relating to working team environment should be noted & respected. Even though you won't have any authority or management of other people within your team, these invaluable lessoned learnt will bring you into alignment of the working culture of DCMvn.

## 7.0\_Qualifications, Knowledge & Experience

Recognised Diploma &/or University Degree in Architecture, Structures, Civil &/or HVAC|MEP with 1+ year post graduate experience.

Theoretical & practical knowledge is assumed for this Technical Level, with some work-related experience.

A core understanding of the built environment is assumed, with specific specialised diploma/university-level knowledge of your major discipline.

## 8.0\_Behaviour

### **At DCMvn we expect that all Team Members must have & be:**

- Respectful to all fellow DCMvn Team Members.
- Hard-working.
- Team-orientated with a friendly personality.
- Good listener & passionate about learning & improving.
- Undertake all duties/tasks as deemed necessary by their respective Direct Line Management.
- Act with Integrity & take their own Initiative when undertaking set tasks.
- Appreciate & value fellow Team Members, succeeding in all that we do.

## 9.0\_Language & Communication

### **English Language**

- Meet the requirements of your daily work & be familiar with the English vocabulary (informal & technical-based) both in verbal & written forms.

### **Communication**

- Direct instructions & communication with your Direct Line Management must be maintained.
- Communication with other departments (HR, IT, etc.) must be respected & you are to follow the correct process & procedures when communicating with these departments.

## 10.0\_Remuneration

This Role | Position reflects a net monthly salary of VND12,000,000.

The above-mentioned remuneration is based on the (9) Items that form your Position within the DCMvn.

The remuneration conditions to items relating to your position (annual leave, health insurance, etc.) is as per your signed contract with DCMvn. HR Department can provide you with these details for your review & consideration.