

## IDENTIFICATION

Position Title: **Manager Design Services** Position Number: **LPM005**

Section: **Estates & Inf. Services**

Department: **Design Services**

**Location: Laucala Campus**

Level: **Level 3**

Reports To: **Director E & I**

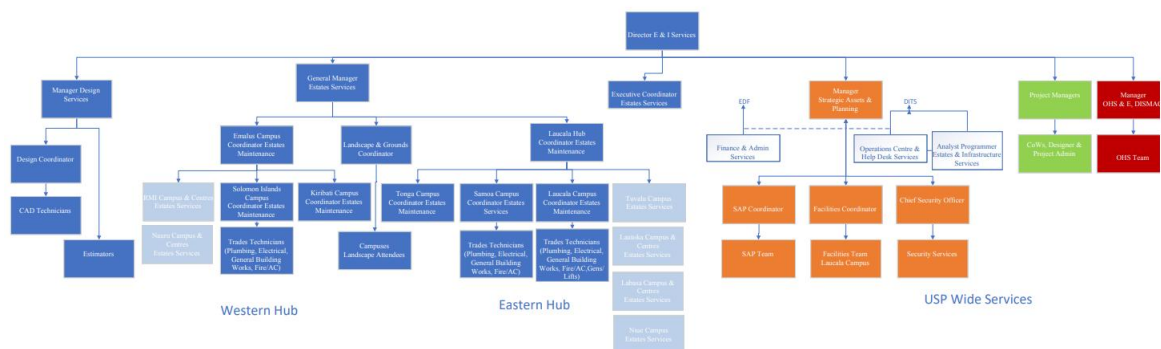
Supervised by: **Director E & I**

## PURPOSE

The Manager Design Services is responsible for leading the design function across all USP campuses and properties. This includes overseeing the development of design solutions for capital development and maintenance projects, ensuring compliance with USP's design standards, national regulations, and sustainability goals. The role ensures efficient and effective delivery of design outputs aligned with the University's Strategic Plan and provides design support throughout the construction lifecycle.

## NATURE AND SCOPE

The Estates & Infrastructure Services Section manages the University's physical assets across 12 member countries. The Manager Design Services plays a key role in ensuring that all design outputs support strategic asset management, sustainability initiatives, and the academic mission of the University. The position leads a multidisciplinary team including the Design Coordinator, estimators, and external consultants, and is responsible for maintaining and updating USP's Design Standards and technical documentation.



**KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS**

| Key Responsibility Areas                                               | Performance Indicators                                                  | % Weighting |
|------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------|
| Leadership and management of the Design Team                           | Team delivers high-quality, timely, and compliant design outputs        | 20%         |
| Oversight of design documentation for capital and maintenance projects | Designs meet project scope, budget, timelines, and compliance standards | 25%         |
| Maintenance and continuous improvement of USP Design Standards         | Standards are regularly reviewed, updated, and communicated             | 15%         |
| Management of design support during construction phases                | Effective collaboration with project managers and contractors           | 10%         |
| Management of design tools, software, and hardware                     | Tools are current, functional, and support team productivity            | 5%          |
| Staff development and training                                         | Team skills align with industry best practices and USP goals            | 10%         |
| Stakeholder engagement and approvals                                   | Positive feedback from internal and external stakeholders               | 10%         |
| Administrative oversight and reporting                                 | Accurate records, reports, and compliance with USP policies             | 5%          |

**POSITION DIMENSIONS**

Staff Supervised: 5–10 (including Design Coordinator, Estimators, Design Technicians and other design professionals)

Financial Authority: As delegated by the Director

Non-Financial Authority: Oversight of design standards, documentation, and design team operations

| Internal Contacts                                               | Purpose                                                        |
|-----------------------------------------------------------------|----------------------------------------------------------------|
| Director E&I, Project Managers, OHS Manager, Space Coordinators | Coordination of design deliverables, compliance, and approvals |
| External Contacts                                               | Purpose                                                        |
| Consultants, Contractors, Regulatory Authorities                | Design collaboration, inspections, and approvals               |

**POSITION SPECIFICATION****Qualifications & Experience**

- A degree and a postgraduate qualification in Architecture, Engineering or related field; and
- Five (5) years of relevant experience and proven management expertise; or
- A Bachelor's degree in Architecture, Engineering, or related field with 7 years of relevant experience with at least 5 years in a supervisory role coordinating other technical staff; or
- A Trade Diploma in Architecture, Civil or Building Services or Engineering field with a combined total of 10 years relevant work experience with at least 5 years in a supervisory role coordinating other technical staff;
- Experience in managing multidisciplinary design teams
- Familiarity with Pacific region design and construction practices is desirable

**Skills**

- Proficiency in AutoCAD, Revit, and other design software
- Strong understanding of building codes, sustainability standards, and regulatory compliance
- Project management and coordination skills
- Excellent communication and stakeholder engagement skills

**Personal Qualities**

- Strategic thinker with attention to detail
- Team-oriented and adaptable to change
- Committed to sustainability and innovation
- Willingness to travel across the region as required

**TERMS & CONDITIONS/POSITION ENVIRONMENT**

Salary: Level/Band 3

Length of Contract: 3 years (renewable)

Allowances and Benefits: **15% gratuity**

**ACCEPTANCE**

Name: \_\_\_\_\_

Staff ID: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_