

POSITION DESCRIPTION

IDENTIFICATION

Position Title: **Manager Strategic Estates Planning Services** Position Number: **LPM008**

Section : Estates & Infrastructure Services

Department: Strategic Assets & Planning

Location: **Fiji - Laucala Campus**

Category: **Senior Staff** Grade: **Band 3**

Reports To: **Executive Director Estates & Infrastructure Services**

Supervised by: **Executive Director Estates & Infrastructure Services**

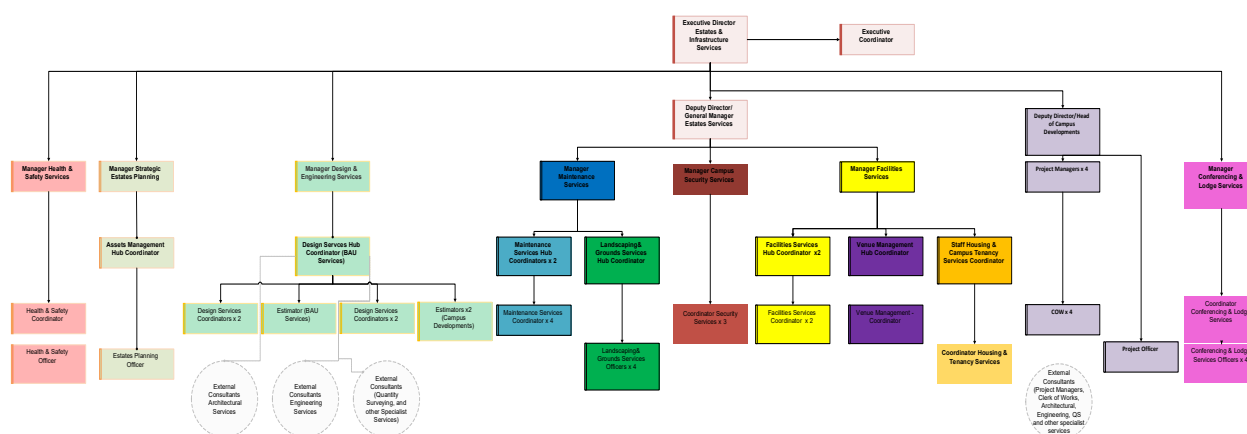
PURPOSE

The Manager Strategic Estates Planning Services will be responsible for the University's physical estate strategic asset management in its 12 member countries.

NATURE AND SCOPE

Estates and Infrastructure Services is responsible for strategic management and oversight of the University's Estates across all campuses and centres throughout its 14 campuses across 12 countries operating in diverse regulatory, economic, and infrastructure contexts.

The section's responsibilities includes Strategic asset management and master planning, Capital works and infrastructure delivery, Facilities operations and maintenance , Utilities and critical infrastructure (water, power, sewer), Property and land management, Staff housing and residential services, Commercial tenancies and campus service operations, Lodge and accommodation services, Occupational health, safety and compliance, Disaster management (DISMAC) and operational resilience, Campus security services, Contractor management, & Development partner and externally funded capital programs



The Manager Strategic Estates Planning Services is accountable to the Executive Director Estates & Infrastructure Services. The incumbent is directly responsible for the strategic asset management of campus property and buildings, and infrastructure. These include ;

- **Asset portfolio growth strategy:** Enhance the organisation's asset management knowledge through thought leadership and collaborative involvement with government, industry, tertiary institutions and associations. Develop and implement growth strategies for campuses, including the development and application of criteria for land/asset acquisition.
- **Performance of existing campuses (property & assets):** Ensure asset management lifecycle activities are aligned to the asset management plans and delivered as agreed. Ensure effective management of University Space across all campuses and lease facilities. Manage the University Space Inventory, manage allocation, monitor the utilisation and reporting of all of these. Ensuring key stakeholders responsible for campus facilities implement their maintenance plans and report on the performance of these activities. Report on-campus performance against industry standards and benchmarks.
- **Regeneration of existing property assets:** Lead the strategic review and development of updated asset management plans to identify improvements that maximise returns. This includes working with key stakeholders to embed sustainability and commercial opportunities in regeneration business case proposals.
- **Development projects:** Collaborate with key stakeholders to undertake scenario analysis of development opportunities to determine the highest and best use. This includes ensuring Campus Master Planning and Capital Works Planning is in place to support development projects.
- **Policy Administration & Maintenance:** Ensuring compliance with Asset Management & Campus Development Principles and Objectives
- **Property Administration Management:** Ensuring all asset and property documentation is maintained. (Leases, Certification, Compliance) and;

The incumbent is also expected to manage software-based information systems used in the implementation of Asset Management Plans, including those used by the University for Asset Database management, Maintenance Planning, Implementation and Reporting, Facilities Management, Timetabling and other packages. The incumbent will provide key support to the Maintenance Operations, OHS, Design, Engineering & Projects teams. .

The incumbent will support Executive Director E&I Services as the key technical support to the University Space Management Committee's secretariat, providing analysis, reports, and recommendations to the Committee on space management matters, capital development planning, budget efficiency proposals, and other estates and infrastructure matters.

The incumbent will be expected to assist Executive Director E&I Services with the creation of financial projections and the preparation and management of budgets for his/her allocated areas of financial responsibility and to provide monthly reports to the Executive Director E&I Services as required.

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The incumbent is expected to work in an environment of change within the University; and will therefore be required to work in the face of changing priorities and deadlines. S/he will also be expected to assist the Executive Director and represent the section on the various teams and committees to drive campus sustainability, OHS implementation, budget efficiency, tender evaluations, project implementation, risk management, design standards and other activities as required by the Executive Director E&I Services.

To fulfil duties in relation to regional campuses, the incumbent will be expected to travel, sometimes on short notice.

The incumbent will also manage Facilities Management and Security Services through the respective Coordinators. The support will also extend (where required) to the Operations Centre & Helpdesk Services and Finance & Administrative Services.

POSITION DIMENSIONS**Staff Responsible for: 3**

Directly: 3

Indirectly: Varies (Up to 20 auditors on short term contracts at a time)

Limits of Authority:

Financial: up to \$5,000

Non-Financial: Approve quotations less than F\$5,000

Key Relationships /Internal and External Contacts:

Internal Executive Director E&I Services, Deans of Faculties & other SMTs, Heads of Schools, Heads of Sections, Campus Directors, Project Managers at E&I, Staff of Finance and ITS sections, Heads of Departments, Staff	Purpose of contact • Space Management and Planning • Master Planning • Maintenance Planning & Risk Management • Estates Performance Indicator Reporting • Property Administration • Estate Policy and Procedure Advice and Monitoring
External TEFMA Partners and Other University Estates Teams, Asset Management Professionals and Consultants, Government Departments, Local Authorities, Contractors, Consultants, Suppliers and other Service Providers.	Purpose of contact • Strategic Planning Advice and Benchmarking • Property Administration, Compliance and Regulatory and Statutory approvals • Planning Approvals • Stakeholder engagement • Survey matters, cost planning and value management

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS**1. Strategic Asset Management & Planning**

- a. Ensuring the University has an Asset Management Plan in place and in conjunction with key stakeholders, ensures its implementation through appropriate policy, communication with key stakeholders (Deans of Faculties, Executive Director Finance, Sections Heads, Statutory & Planning Authorities, Risk & Assurance, etc.) and influence of operational initiatives at the campuses.
- b. Providing regular analysis and reporting to the Executive Director Estates & Infrastructure Services to support the Estates and Infrastructure Division's strategic direction with regards to space planning, maintenance, capital upgrades, and major capital developments at the University's Campuses & Centers.
- c. Advising the Executive Director Estates & Infrastructure Services on Asset Management Standards & Benchmarking that support Asset Management Policies of the University and reporting on the implementation and progress of these.
- d. Supporting the Executive Director Estates & Infrastructure Services to review annual plans for maintenance & capital works teams.
- e. Support the Executive Director Estates & Infrastructure Services to prepare and present strategic planning reports and proposals to the University Senior Management Team, Finance & Investment Committee and other key stakeholders.
- f. Supporting the Executive Director Estates & Infrastructure Services to ensure Campus Master Plans and Maintenance Plans are in place at all campuses and provide strategic advice to maintain these to support Academic Plans and comply with the university development framework's development principles and goals.
- g. Supporting the Executive Director Estates & Infrastructure Services to ensure Capital Projects (Land, Buildings and Infrastructure) are planned and carried out in accordance with approved principles and objectives of the development framework.

2. Property Documentation Management, Estates Performance Indicator Management and Stakeholder Engagement

- a. Managing the University Asset Database and ensuring it is developed and maintained to meet the University's strategic planning needs.
- b. Managing the Annual Audits, ensuring they are resourced and carried out.
- c. Publishing estates performance indicators for all campuses with particular consideration for sustainability and compliance activities.
- d. Analysing Estates Performance Data, undertaking regular stakeholder engagements (Internal & External) and audits to advise the Director Estates & Infrastructure on resourcing levels, organisational and administrative support and campus master planning needs.

- e. Participating when required by the Director E & I on key committees such as the Budget Efficiency Committee, Space Management Committee, Campus Greening/Sustainability Group, OHS Committees, Project Implementations Groups and other key committees and groups appointed to by the Director Estates and Infrastructure.
- f. Facilitating negotiations and agreements as the key point of contact for property matters, space needs, and regulatory requirements.
- g. Making recommendations for improvement initiatives through the annual budgeting cycle

3. Facilities Management and Security Services

- a. Ensuring service level expectations are in place and where needed, these are initiated and implemented for an equitable service across all campuses.
- b. Reviewing existing services to ensure these are aligned with benchmarks and standards in terms of compliance, costs, levels of service, and meeting the standards set by the University.
- c. Initiating and participating in initiatives focused on enhancing and value-adding to the services in line with University's strategic plan, the section's annual and operational plans.
- d. Implementing Asset Database initiatives and supporting the implementation of other ICT-leveraged initiatives that enhance estates management.

4. Managing staff and Providing Leadership

- a. Assisting the Director Estates and Infrastructure and fellow managers at Estates & Infrastructure with providing leadership and management of staff in the section.
- b. Relieving for other managers in the section as required by the Director Estates and Infrastructure.
- c. Participating in contingency planning for emergency response and business continuity.

Service Level Expectation (As per the Estates & Infrastructure Annual Plan)

TERMS & CONDITIONS

Salary: level 3 (Inclusive of 15% Gratuity)

Length of Contract: 3 years

POSITION SPECIFICATION**Qualifications (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
• A degree and postgraduate qualification in Facilities Management, Business, Finance, Information Technology, Construction Management, Construction Engineering, Architecture or a relevant discipline, together with at least five (5) years' relevant experience and demonstrated management expertise; or • A degree or professional qualification in Facilities Management, Business, Finance, Information Technology, Construction Management, Construction Engineering, Architecture or a relevant discipline, together with ten (10) years' relevant experience, including at least five (5) years' relevant management experience.	• Masters in Business Administration, Finance, Information Technology Management or related field with experience at Management Level in multinational organisations.

Knowledge / Experience

<i>Essential</i>
• Demonstrated Management skills, including competency in analytical and problem-solving in routine technical, operational, organisational and administrative tasks. • Comprehensive knowledge of Asset Management principles and systems • Excellent communication skills. • Strong time-management skills. • Detail-oriented and highly organised. • Skilled in negotiation and project management. • Excellent critical thinking skills • Demonstrated high-level competence in compiling and presenting a wide range of technical and other reports • Strong computing skills in developing, maintaining and operating systems • Ability to communicate effectively and professionally with people at all levels within the University, external consultants, contractors, suppliers, and other professionals and technical bodies. • Proactive and committed to continuous improvement in policy, procedures and systems

POSITION DESCRIPTION**Key Skills / Attributes / Job Specific Competencies**

Strong organisational skills; strong customer service orientation; excellent interpersonal skills; current drivers license; decisive; self-motivated; change-oriented; strong attention to detail; results-focused; team player; committed to the organisation; ethical in all aspects of his/her work.

APPROVAL

Name: _____

Staff ID: _____

Staff Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Head of Department's Signature: _____

Date: _____