

POSITION DESCRIPTION**IDENTIFICATION**

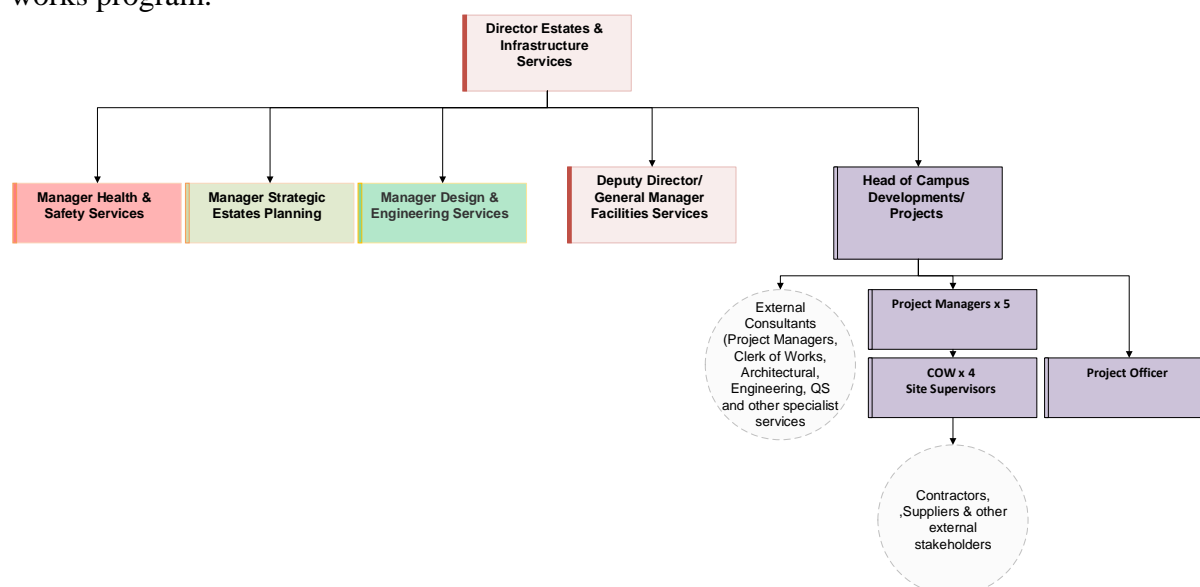
Position Title: Head of Capital Works/Projects	Position Number: NEW
Section: Estates & Inf. Services	Department: Capital Works
Location: Laucala Campus	Level: Level 4
Reports To: Director E & I	Supervised by: Director E & I

PURPOSE

The Head of Capital Works/Projects is responsible for the strategic oversight, prioritization, planning, and implementation of capital projects across all USP campuses and centres. This role ensures that projects are aligned with the University's Strategic Plan and Investment Framework, and delivered in compliance with regulatory and university standards. This position reports directly to the Director Estates & Infrastructure, ensuring alignment with institutional priorities and governance frameworks.

NATURE AND SCOPE

The Estates & Infrastructure Services Section oversees the management of the University's physical assets across its 12 member countries. The Head of Capital Works and Projects plays a pivotal role in ensuring that all capital developments align with the University's strategic priorities and master plan objectives. This position leads a multidisciplinary team comprising project managers, construction supervisors, consultants, and providers of project management, architectural, and engineering services to successfully deliver USP's capital works program.



This position operates within a highly complex, multi-campus environment across several Pacific Island nations, requiring strong cultural awareness and adaptability. The Head of Capital Works/Projects leads strategic infrastructure development initiatives that directly impact USP's academic delivery, research capacity, and student experience.

The role oversees planning, design, and execution of capital projects valued in the tens of

millions, ensuring compliance with diverse regulatory frameworks and sustainability standards. This will require making decisions on resource and personnel allocation to meet project timelines in accordance with the University's decision-making and governance framework.

Leadership responsibilities include managing a multidisciplinary team of engineers, architects, project managers, and support staff, while coordinating with external consultants, contractors, and government agencies. The position demands advanced risk management capabilities, particularly in remote and resource-constrained settings, and requires balancing competing priorities under strict timelines and budgetary constraints.

Strategically, the role influences USP's long-term infrastructure roadmap, aligning capital investments with institutional growth objectives and regional development goals. Operationally, it ensures robust governance, transparent procurement, and rigorous safety oversight, including contractor compliance and environmental stewardship.

KEY RESPONSIBILITIES

1. Strategic Leadership

- Lead USP's capital works portfolio across 12 member countries.
- Develop and implement multi-year capital investment plans aligned with USP's strategic priorities.
- Provide expert advice to the Director E&I and senior management on capital development.

2. Project Governance & Planning

- Establish and maintain project governance frameworks and reporting protocols.
- Prioritize projects based on strategic value, risk, and readiness.
- Ensure all projects have clear scopes, budgets, schedules, and stakeholder engagement plans.

3. Project Delivery & Oversight

- Oversee the performance of all USP Project Managers and project teams.
- Ensure projects are delivered on time, within budget, and to quality standards.
- Manage consultant and contractor performance across the region.

4. Compliance & Standards

- Ensure all projects meet national building codes, environmental regulations, and USP policies.
- Oversee OHS compliance, risk assessments, and quality assurance processes.
- Coordinate with statutory authorities for approvals and certifications.

5. Financial & Resource Management

- Monitor capital expenditure and ensure alignment with approved budgets.
- Lead value engineering and cost control initiatives.
- Support procurement processes and contract negotiations.

6. Stakeholder Engagement

- Liaise with internal stakeholders including Campus Directors, Heads of Schools, and Finance.
- Engage with external stakeholders including government agencies, consultants, and contractors.
- Ensure transparent communication and reporting across all project phases.

7. Safety & Risk Management

- Develop and enforce comprehensive Health, Safety, and Environment (HSE) policies for all capital works.
- Conduct risk assessments and hazard analyses at each project stage.
- Implement risk mitigation strategies, including contingency planning for delays, cost overruns, and safety incidents.
- Ensure emergency response protocols are in place and communicated to all project teams.
- Monitor and report on safety performance metrics, including incident rates and compliance audits.
- Provide training and awareness programs for staff and contractors on OHS standards and risk management practices.
- Contractor Safety Oversight: Ensure all contractors comply with USP's HSE standards and statutory requirements; review and approve contractor safety plans; conduct regular site inspections and audits; enforce corrective actions for non-compliance; maintain incident reporting systems; include safety performance clauses in contracts and monitor adherence.

PERFORMANCE INDICATORS

- Timely delivery of capital projects within scope and budget
- Timely reporting on status of Capital Works for SMT and USP governance requirements
- Compliance with regulatory and university standards
- Stakeholder satisfaction and engagement levels
- Quality and accuracy of project documentation and reporting
- Effective supervision and development of project staff

POSITION DIMENSIONS

- Staff Supervised: Up to 11 project staff across multiple campuses
- Financial Authority: As delegated by Director E&I
- Travel: Required across USP member countries

Internal Contacts	Purpose
Director E&I, Project Managers, OHS Manager, Space Coordinators	Coordination of project deliverables, compliance, and approvals

POSITION DESCRIPTION

External Contacts	Purpose
Consultants, Contractors, Regulatory Authorities	Design collaboration, inspections, and approvals

POSITION SPECIFICATION**Qualifications & Experience****Essential:**

- A degree and Postgraduate qualification in Engineering, Architecture, Project Management, or related field
- Minimum 6-8 years' experience in capital works or infrastructure project delivery
- Proven leadership in managing multi-site, multi-disciplinary teams
- Strong understanding of regional construction standards and regulatory environments

Desirable:

- 10 years relevant work experience
- Experience in higher education or public sector infrastructure
- Familiarity with Pacific Island contexts and stakeholder engagement

Skills & Attributes

- Strategic thinker with strong planning and organizational skills
- Excellent communication and negotiation abilities
- High level of integrity and commitment to USP's values
- Ability to work under pressure and manage competing priorities
- Proficient in project management software and reporting tools

TERMS & CONDITIONS/POSITION ENVIRONMENT

Salary: Level 4

Length of Contract: 3 years (renewable)

Allowances and Benefits:

ACCEPTANCE

Name: _____

Staff ID: _____

Staff Signature: _____

Date: _____

POSITION DESCRIPTION

Supervisor's Signature: _____

Date: _____