



Job Description

Job Title	Director of Properties and Facilities
Institute/Department	Properties and Facilities
Category	Corporate and Support Services
Reports to	Pro Vice Chancellor [Corporate]
Location/Campus	Kukum Campus
Responsible for	Sectional Heads – Properties, Facilities, Grounds, Transport Pool

Summary of Duties

Reporting to the Pro Vice-Chancellor for Corporate Affairs, the Director of Properties and Facilities is expected to provide organisational effectiveness and efficiency through managing planning, development and maintenance of University properties and facilities. Likely areas of responsibility include: procurement and contract management building and grounds maintenance; cleaning; health and safety; utilities and space management. Working with Senior Management Team, the Director of Properties and Facilities will have a strategic input into the Departments Planning, budgets and projects together with the responsibility of delivery of a high quality service in property and facilities department of the university.

Key Accountabilities

- Provide quality support systems and services to the University through overall management, control and administration of the facilities.
- Oversee facilities planning and maintenance.
- Plan institutional development in line with strategic business objectives; managing and leading change to ensure minimum disruption to core activities;
- Supervise and coordinate staff activities in various Units within Properties and Services.
- Work collaboratively with departments to ensure integrated service provision.
- Ensure compliance with legislation especially health and safety requirements
- Ensure provision of high quality service and advice that is proactive and solution focused and responsive to customer needs.
- It is also expected that the Director of Properties and Facilities will carry out any other duties that are within the scope, spirit and purpose of the role as required.

Requirements:

- A relevant postgraduate qualification or postgraduate degree appropriate in a property/built environment (Civil, Electrical, Architecture, Building, engineering, or quantity surveying). A recognized Project Management Qualification would be an advantage .Five (5) years at Senior Management level or proven record of 6 years' experience in similar environment or

- A Bachelor's degree or equivalent in a property/built environment (Civil, Electrical, Architecture, Building, Engineering or Quantity Surveying etc). A recognized PMQ would be an advantage and 10 years level experience at Senior Management level etc.
- Knowledge of facilities management and building industry such as engineering, architecture, surveying, etc.
- A proven track record of managing a complex property portfolio, staff and budgets.
- Proven ability to communicate on a strategic level.
Knowledge of relevant national and local legislation pertaining to properties
- Ability to investigation and preparation for negotiations between various parties and relevant stakeholders.
- The compilation and management of project and operational budgets

Terms and Conditions

The position of Director is for three (3) years under an employment contract. The contract is renewable subject to good performance. The salary package comprises cash payments and allowances and a housing support based on the SI National University Salary Structure for the Director Level position. A superannuation of 7.5% of basic salary is also paid into the national superannuation fund.