



Job Description

Job Title	Director of Properties, Facilities and Projects
Institute/Department	Properties, Facilities and Projects
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 the Senior Management Team, the Director of Properties and Facilities will have a strategic input into the department planning, budgets and projects together with the responsibility of delivering a high-quality service in the 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 the provision of high-quality service and advice that is proactive 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 the Senior Management level or a proven record of 6 years experience in a 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 the 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 about properties
- Ability to investigate and prepare 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 allowances and housing support based on the SI National University Salary Structure for the Director Level position. A superannuation of 7.5% of the basic salary is also paid into the national superannuation fund.