



## POSITION DESCRIPTION

---

<b>Position:</b>	5879 Senior Strategic Planning Manager, Campus Development
<b>Work Area:</b>	Campus Development and Services
<b>Classification:</b>	Level 10
<b>Supervisor:</b>	5748 Director, Campus Development and Services

---

### OUR VISION

To create a better tomorrow.

### OUR PURPOSE

To transform lives through learning and knowledge in every place we operate and with every community we serve.

### OUR VALUES

Integrity, community, sustainability.

For further information about UniSC, visit us online: [usc.edu.au/about](https://usc.edu.au/about)

### OVERVIEW OF WORK

Campus Development and Services (CDS) is responsible for the planning, management, operation, and maintenance of UniSC's physical facilities. CDS leads the development and implementation of UniSC's campus master plans, Strategic Asset Management Plan, carbon management plan, space planning, maintenance planning, emergency planning, capital works planning and budget setting.

Campus operations are also the responsibility of CDS, and include day-to-day operational responsibilities such as grounds maintenance, security, fleet, traffic management, contractor management and coordination of space usage. CDS is responsible for the delivery of UniSC's capital projects and the management of its commercial operations.

### PRIMARY OBJECTIVES OF THE POSITION

1. Design, develop and implement significant and complex campus development activities across UniSC's campuses and locations, which link the University's future business planning to the built environment through formal planning artefacts, including master planning, asset development phasing and land transfer management.
2. Lead and manage teams delivering key asset planning outcomes, including strategic asset and space allocation and management, business and capital planning, property and leasing, contract development, sustainability and various commercial operations.



3. Design, develop and implement the asset management systems and strategies, establishing business systems and digital technologies and leading the review and performance of CDS practices across UniSC.

## **NATURE AND SCOPE OF POSITION**

Under broad direction of the Director, Campus Development and Services, the Senior Planning Lead, Campus Development is responsible for leading the functions of campus planning and development, asset management systems, sustainability and business performance, to ensure the effective and sustainable use of UniSC's physical assets. This position directly supervises teams of professional staff members delivering in the functional areas.

## **CHALLENGES AND PROBLEM SOLVING**

This role requires complex stakeholder management with a commercially astute focus, to ensure the University's high value assets remain fit for purpose and meet the evolving markets in all regions.

## **DECISION-MAKING**

The position is the primary authority on planning and business performance within the scope of the position, however decisions with broader business impact are made in consultation with other senior staff.

## **INTERPERSONAL RELATIONSHIPS**

Incumbents will need to establish a good and collaborative working relationship with senior staff and the Executive to deliver on primary objectives.

## **KEY ACCOUNTABILITIES OF THE POSITION**

1. Lead the development and implementation of UniSC's formal planning activities in consultation with key stakeholders for the sustainable creation, utilisation, allocation, maintenance and renewal or disposal of assets at each campus and study node.
2. Lead the development and implementation of the Strategic Asset Management Plan ensuring the sustainable, effective, and efficient space use and support policies and processes across all campuses to facilitate the achievement of UniSC's strategic objectives.
3. Manage the development of UniSC's advance capital program, including design development and estimate refinement.
4. Lead the development of sustainable and innovative facilities management initiatives across UniSC.
5. Manage the allocated commercial business activities with an emphasis on commercial viability and client service.
6. Manage the development of business systems and technologies to transform performance of CDS services and operations.
7. Manage the effective development and implementation of property, lease and contractor management systems and process.



8. Represent CDS and UniSC on committees and working parties and collaborate with other institutions to achieve strategic cooperative ventures.
9. Provide leadership in developing a culture of continuous improvement and customer service for ensuring the efficient and effective delivery of planning, asset and business systems outcomes to meet the needs of UniSC.
10. Manage the deliverables of the work area including strategic and operational planning, implementing change management initiatives, and contributing to the achievement of UniSC's Strategic Plan.
11. Contribute to the development of CDS action plans, budgets, analytics, and the preparation of financial and operational reports as part of the UniSC cyclical planning process.
12. Ensure CDS adhere to the University's Project Management Framework (PMF) when developing project documentation.
13. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

#### **KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY**

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Postgraduate qualifications in a relevant discipline combined with extensive relevant work experience and expertise; or an equivalent combination of relevant management expertise and experience and/or education/training.
2. Extensive track record of successfully leading similar diverse facilities business operations.
3. Extensive experience in reviewing business practices, implementing systems, process improvement and leading change, applying change management practices.
4. Extensive experience in the management and leadership of staff including the ability to establish and maintain successful goal focused work teams.
5. Extensive knowledge of relevant statutory requirements, including, but not restricted to, those related to Workplace Health and Safety and relevant Building Codes.
6. Excellent organisational, analytical, conceptual and decision-making skills with the proven ability to adapt to new situations and develop highly creative solutions to complex management problems.
7. Excellent interpersonal skills including the ability to influence, persuade and build credibility and rapport with internal client groups and stakeholders.
8. Knowledge of asset management systems and digital technologies that support planning and business performance.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

***UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.***