

POSITION DESCRIPTION

Position:	Director, Campus Development and Services
Work Area:	Campus Development and Services
Classification:	Senior Staff
Supervisor:	Chief Operating Officer
Incumbent:	Vacant

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

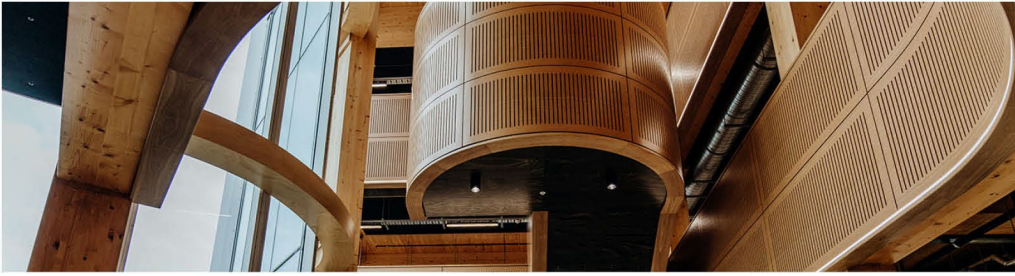
- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF CAMPUS DEVELOPMENT AND SERVICES

Campus Development and Services (CDS) is responsible for the planning, management, operation, and maintenance of the UniSC's physical facilities, including buildings, sports facilities, grounds, and specialist facilities. CDS leads the development and implementation of the 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 venue and catering outlet management, sporting facilities management and programming, grounds and building maintenance, security and safety, fleet and traffic management, contractor management and coordination of space usage.

CDS is responsible for the delivery of the UniSC's capital projects, including major projects, and the management of its commercial operations. CDS plays a key role in helping the UniSC achieve its strategic goals.



PRIMARY OBJECTIVES OF THE POSITION

1. Lead and manage the Campus Development and Services department, including workforce planning, operational management, service and project delivery, financial management/budgeting, systems development and risk management.
2. Lead the development of strategic infrastructure plans, including master plans, carbon management, space utilisation and property development plans aligned with UniSC growth strategies, across our major campuses and facilities, and develop the Strategic Asset Management Plan to support implementation of the master plans.
3. Implement effective service and contractor management practices and systems, and undertake reviews to drive efficiencies.

NATURE AND SCOPE OF POSITION

Under the broad direction of the Chief Operating Officer, the Director of Campus Development and Services leads a dynamic department responsible for the comprehensive planning, management, and maintenance of the University's physical facilities. This role encompasses everything from project delivery and operations to providing vital campus life support services.

Strategically, the Director is instrumental in shaping and executing the University's campus master plans, asset management strategies, and carbon-neutral initiatives. They oversee space planning, maintenance scheduling, and budget setting to ensure our campuses are innovative, sustainable, and aligned with our growth objectives.

The Director also manages daily campus operations, including grounds maintenance, safety protocols, fleet and traffic management, contractor coordination, and space utilisation. They supervise the multi-campus sporting facilities, venues, and catering services, ensuring seamless operations. The department is also responsible for emergency management and security, working closely with other departments to enhance student safety.

Additionally, the Director drives the annual Strategic Asset Management Plan (SAMP) and the five-year capital works program, managing projects worth up to \$30m annually, and major projects up to \$100m. They focus on business performance improvement, including energy management, contract and property oversight, building refurbishments, vendor procurement, and policy development.

In collaboration with the Chief Operating Officer, the Director leads consultation, implementation, and change management efforts to continuously enhance services and operational efficiency. They also ensure effective risk management, workplace health and safety, and business continuity within the department.

DECISION MAKING

The role has significant strategic, financial and day-to-day decision-making responsibilities. Major planning activities are undertaken in partnership with the Chief Operating Officer and other senior University staff. Day-to-day department management activities are the responsibility of the Director.



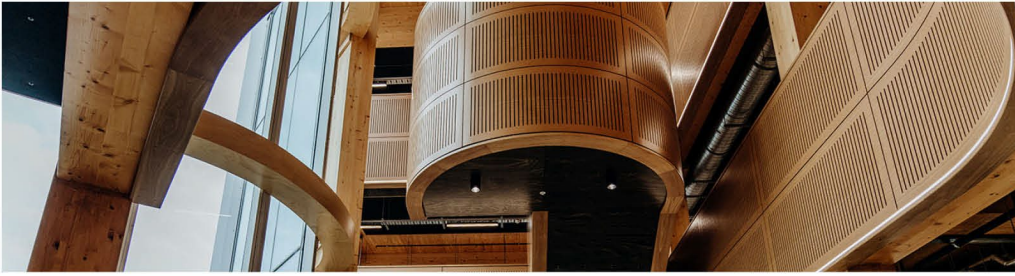
INTERPERSONAL RELATIONSHIPS

Development of strong working relationships with senior and executive managers will be crucial to success in the role. Within the Chief Operating Officer portfolio, the Director, Campus Development and Services, will work closely with the Chief Financial Officer and the Chief Information Officer on a wide range of projects and initiatives.

The Director, Campus Development and Services will work closely with the Director, People and Culture and Health, Safety and Wellbeing staff to ensure a safe working environment is available to students, staff, visitors and contractors. The Director will also work with key stakeholders to deliver services including the Director, Student Services and Engagement to support our SafeUniSC student wellbeing model, and the Deans of each School to understand their needs and future plans. The Director, Campus Development and Services, will also require good working relationships with the leaders of the various UniSC campus and learning sites, as well as key sector leaders in major stakeholder organisations, such as local Councils and State agencies.

KEY ACCOUNTABILITIES OF THE POSITION

1. Lead staff responsible for the master planning, management, operations and maintenance of the University's physical facilities, including buildings, grounds, sporting facilities, venues, catering outlets, utilities and other physical infrastructure.
2. Develop and implement the CDS budget, which includes the Strategic Asset Management Plan, and associated Five Year Capital Works Program, and the annual operational budgets for each team within the CDS Department to cover our maintenance, operations, services and major services contracts, such as cleaning and energy.
3. Be responsible for all aspects of property management and space management, including planning, utilisation surveys, policy development, lease development and relocations and renovations and initiatives to create a comfortable and efficient workplace for students and staff.
4. Oversee internal service units, including UniSC Sport & Fitness and Venues & Catering to provide a service to staff, students and the community, underpinned by commercial business principles.
5. Be a key member of University committees responsible for emergency planning, incident response, business continuity, security services and work health and safety, and act as the Chair of the Critical Incident Response team to respond to critical incidents.
6. Work with the Chief Operating Officer and other Directors on major University initiatives, including campus development / master plans, and major infrastructure planning in alignment with UniSC's Strategic Plan.
7. Oversee and support the delivery of the annual capital works program, and act as the Project Director for any major campus development projects.
8. Undertake efficiency and cost management reviews and improve the business performance of the Campus Development and Services and the University activities for which the department is responsible.



KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

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

1. Postgraduate qualifications in engineering, business, commerce or disciplines relating to campus and infrastructure planning and facility management operations and services, with extensive management expertise and experience.
2. Extensive track record of success leading a similar diverse Campus Development and Services department, business operations and services, using a range of internal staff and external contractors, with demonstrated experience in contract development and administration.
3. Extensive experience in reviewing business practices, implementing systems, process improvement and leading change, applying change management practices.
4. Extensive experience in planning, development and delivery of major capital projects, and complex capital works programs, with extensive knowledge of relevant statutory requirements, including, but not restricted to, those related to Workplace Health and Safety.
5. 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.
6. Proactive, innovative and motivational people leader with a flexible and collaborative approach, and a proven ability to create a respectful and inclusive work environment.
7. Outstanding relationship management and consulting skills including the ability to influence and negotiate at the highest levels, persuade and build credibility and rapport.
8. Knowledge of Campus Development and Services and asset management systems and digital technologies that support planning and business performance.
9. Experience in emergency management planning and response, including operational security services.

It is a condition of employment for this position that you may be required to provide periodic evidence of immunisation against communicable diseases. This may include COVID-19.

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.