POSITION DESCRIPTION

Position Title: Asset Performance and Services Manager
Organisation Unit: Property and Facilities Division
Position Number:
Type of Employment: Continuing full-time
Classification: HEW 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniqest.com.au/our-track-record).
UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates a number of sites in Brisbane, including the Medical School and Long Pocket site as well as a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: UQ Sustainability, Energy and Transport systems, Construction and Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking), Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch) and Finance & Business and other Systems (i.e. business improvements, administrative, HR, finance, and IT support).

UQ’s environmental sustainability initiatives have gained significant recognition. Property and Facilities Division, manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The website provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ’s research in the area of sustainability, partnerships with community industry and government, and the University’s carbon management strategy.

I encourage you to visit the website at www.uq.edu.au/sustainability

Further information about the Property and Facilities Division may be accessed on the Division’s website at http://www.pf.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Asset Manager is responsible for managing the University built and infrastructure Assets to meet its strategic needs. The position will provide strategic support to the Associate Director, Asset Services on all matters relating to planning and management of the University’s built assets. This will include the provision of analytical advice to inform the level of financial investment required to keep the University's infrastructure to an acceptable standard. The Asset Manager is responsible for the long term asset management plan, asset condition and life cycle management of the University’s built assets.

Duties

Duties and responsibilities include, but are not limited to:

- Develop and implement strategies that facilitate effective maintenance of the University’s built assets and infrastructure, and provide advice in relation to building condition and required preventative and corrective maintenance programs.
- Develop and implement life cycle costs analysis on buildings and building services assets.
• Develop and maintain prioritised asset replacement programs.

• Develop and maintain monitoring and reporting systems and KPIs to demonstrate effective service and asset performance, compliance with legislation and appropriate technical standards.

• Develop and provide strategic reports to the Associate Director, Asset Services on the quality and effectiveness of P&F facility maintenance services delivered to clients.

• Develop and plan the implementation of facilities maintenance programs to ensure that all works undertaken complement the University's teaching program and other primary activities.

• Monitor and report on the quality and effectiveness of FM services delivered to clients in accordance with agreed FM Service Charter.

• Develop individual maintenance plans for complex faculty/divisions taking into account client needs, condition audits and in the requirements of the Site Development and the Strategic Asset Management Plans (SAMP).

• Provide input into the University's design guidelines.

• Make recommendations to the Associate Director, Asset Services regarding effective strategies for medium and long term maintenance strategies.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University's Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Associate Director, Asset Services who in turn reports to the Director, Property and Facilities.

SELECTION CRITERIA

1. Postgraduate qualifications and extensive relevant experience; or extensive management experience and proven technical expertise; or an equivalent combination of relevant experience and/or education/training in engineering, construction or architecture.

2. Demonstrated extensive knowledge of maintenance methodologies and asset management concepts as applied to buildings and building services, including laboratories or similar complex technical facilities.

3. Extensive experience in the development and management of life cycle planning methodologies for complex building assets.

4. Extensive experience in developing and implementing asset management systems to effectively report on asset and service performance.

6. Demonstrated extensive experience in developing KPI reporting for building assets and service performance.

7. In depth knowledge and understanding of relevant legislation, codes and standards, including Workplace Health & Safety and Environmental Management.

8. Extensive knowledge of building engineering services, especially in relation to large complex buildings with scientific research facilities or similar complex technical facilities.

9. Excellent interpersonal and leadership skills, including the ability to create a team environment and to influence and persuade a wide range of senior stake-holders and service providers.

10. Ability to effectively communicate both orally and in writing, including producing timely and concise proposals and reports.

11. Highly self-motivated, decisive, with good organisational skills and time management skills.

12. Demonstrated ability to work well under pressure and to strict deadlines, with a high degree of autonomy.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.