

Position Title	Associate Director (Campus Planning)
Classification	Level 10 Grade 2
School/Division	Campus Management
Centre/Section	Campus Planning
Supervisor Title	Director, Campus Management
Supervisor Position Number	FSR 307244
Position Number	FSR 309891

Your work area

Campus Management is responsible for planning, designing, developing, and managing the University's campus and property portfolio to support teaching, research, and campus life. Campus Management delivers a range of University-wide services including strategic planning, property management, facilities operations, major projects and developments, sustainability, landscape, security, and transport. As part of the team the role has accountability for setting the framework for University estate wide Planning and Governance policies, procedures, standards and for ensuring compliance to the Campus Plan.

Reporting structure

Reports to: Director, Campus Management

Direct reports: Governance and Policy Manager, Design Specialist, Architecture Specialist, Principal Engineer, Manager, Sustainability (Environments and Governance), Manager, Campus Activation, Campus Space Manager, and Planning Portfolio Managers

Your role

As the appointee you will, under broad direction, lead the effective and efficient estate planning and design of the physical estate. The position will play a key role in the successful stewardship of world class facilities at the University. The role provides leadership within the Campus Management team to identify, strategically plan, utilise, reallocate and continually improve the physical estate to align with the University's Strategic Directions and achieve National and International excellence in teaching and research. You will be responsible for engaging with key UWA internal and external stakeholders to define changes required to the physical estate in an integrated way that realises the value of UWA assets.

You will develop and implement the UWA Masterplan, including all associated strategic development plans and design standards, and provide a strategic view of estate and facility use planning. You will define the scope of change to the physical estate and provide design expertise and input into the development of the University's strategic assets management and capital works program, particularly providing quality assurance of capital works design deliverables to ensure the scope of change meets all stakeholder requirements. You will be responsible for stakeholder engagement, monitoring and controlling internal and external planning resources, and status reporting on planned physical capital works outcomes in accordance with the Physical Capital Works Projects Planning and Delivery Framework.

Your key responsibilities

Provide high level strategic advice to the Director of Campus Management regarding the development and implementation of the UWA Masterplan across the University's estate, and assist in the stewardship of design matters to further enhance the reputation of the University through the built environment.

Develop and lead Master and Precinct Plans, project justification and value management/evaluation studies, as well as other complex planning strategies for the University's estate.

Lead and direct operations regarding the planning, monitoring and reporting requirements with the value management of the University's capital program.

Design development frameworks to ensure physical capital work solutions meet teaching and research requirements.

Design and deliver physical capital work feasibility studies to support business cases for new capital projects, and provide high level strategic recommendations to the University Executive and Senate that best aligns with the University's strategic objectives.

Establish and build relationships with consultants to develop major project business cases, scope and indicative costs.

Lead and build the Campus Master planning principles within the Campus Management team and broader University community.

Liaise as appropriate with stakeholders throughout the design, development and documentation process for physical capital investments. Manage estate planning human, financial and physical resources, working within budget and scheduled timeframes to ensure high quality design requirements are implemented.

Lead and coordinate appropriate representation on project planning committees within the University and external statutory authorities. Ensure University and system reporting requirements are met including the preparation of regular project status reports and project management documentation including minutes, charts, budgets, presentations and briefing notes.

Develop and lead external grant funded agency reporting requirements, ensuring governance processes are applied, reviewed and updated as required. Monitor project actions ensuring they comply with legislative and policy requirements.

Other duties as directed.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification in Architecture or demonstrated equivalent competency in campus architecture and planning.

Extensive experience in the identification, planning and management of major capital funding submissions aligned with the strategic direction of a large complex organisation.

Demonstrated experience in providing strategic and operational advice to senior management.

Extensive experience managing professional teams to deliver against performance objectives within budget and time frames in a complex environment.

Extensive creative, conceptual and analytical skills, including the ability to interpret and advise on capital works, design, documentation and construction.

Excellent written and verbal communication skills including the ability to prepare written reports and make verbal presentations to senior University staff.

Proven ability to consult and negotiate with multiple and diverse stakeholders in complex environments to achieve outcomes, preferably in an institutional or University environment.

Extensive knowledge of building and infrastructure services, physical resources and environments in a relevant industry in order to develop creative strategies for the initiation of key educational and research infrastructure initiatives.

Extensive knowledge and application of legislative and regulatory requirements in the areas of Australian Building Codes and Standards, Occupational Safety & Health, Equal Opportunity, and principles of universal access, and how these impact on design and heritage of the building stock, sustainability, service delivery, employment and people management.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Special requirements (selection criteria)

Current National Police Clearance Certificate

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health, and wellbeing safety.uwa.edu.au/