POSITION DESCRIPTION

Director Asset Management

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<th>Position Level</th>
<th>Senior Management</th>
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<tr>
<td>Faculty/Division</td>
<td>Operations</td>
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<tr>
<td>Position Number</td>
<td>ADMIN ONLY</td>
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<td>Original document creation</td>
<td>October 2021</td>
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Position Summary

The Director Asset Management is responsible for the provision of long-term strategic advice and direction to UNSW management regarding the use and optimisation of the University’s estate, including the allocation of space on campus, the management of all third-party acquisition, disposal and lease discussions and negotiations, and the leadership of the Estate Management Business Partner team.

This position reports to the Chief Technology and Infrastructure officer and has 4 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide long term strategic estate and asset advice to University Executives, including submissions to line management through to Vice-Chancellor, Finance Committee, Risk Management Committee and UNSW Council.

- Lead the development and implementation of a detailed long term (10 year) Strategic Asset Management Plan (SAMP) for the UNSW campuses to forecast the capital and strategic decisions required for the ongoing expansion and success of the university and to ensure the University physical estate is fit for purpose and contributes to the delivery of world class research and teaching environments.

- Lead the development of robust campus planning, capital and infrastructure planning and develop strategic asset management capability and processes within EM, including benefit realisation and continuous improvement.

- Lead on strategic estate issues including option appraisal, project prioritisation and feasibility analysis of development schemes and collaboration with development partners.
• Be responsible for the management and utilisation of space on campus amongst all University stakeholders and activities including leadership of the space management process in place, and the collection and presentation of space utilisation data.

• Lead all commercial property contractual transactions and relationships with third party entities on and off campus (including landlord/tenant) for the optimisation of estate outcomes for the University.

• Be responsible for the management and optimisation of the University's on-campus commercial and retail tenant portfolio including active management and regular reporting.

• Participate in strategic UNSW Steering and Working Groups in relation to Learning Environments, World Class Environments and Disability & Inclusion, etc.

• Oversee performance of the Estate Management Business Partnering team to ensure that the long-term estate objectives of the University stakeholders are being achieved and University stakeholder needs are represented.

• Develop long term campus, asset and infrastructure operational plans that anticipate UNSW requirements and boost overall academic, researcher, tenants and student experiences.

• Ensure robust risk management practices (business and financial) are in place in the portfolio to guarantee the highest level of integrity while enforcing strict probity requirements to ensure there are no compromise of undeclared or unmanaged conflict of interest by any staff member, consultant or contractor, particularly in tendering and contract management.

• Lead the development of campus assets contingencies and business continuity plans.

• Implement improvements and performance targets through critical review of all processes, systems and services.

• Maintain a working knowledge of and currency in relevant acts, industrial awards, legislation and local rules and customs which may affect the EM operations e.g. Building codes (BCA), standards, Enclosed Land Act and Workplace Health and Safety and Environment (WHSE) legislation.

• Build and maintain excellent working relationships with key internal and external stakeholders and agencies to enable progression of estate strategic and development matters.

• Participate and be "on call" as Chair of the Major Incident Response Team roster to ensure an appropriate response on behalf of UNSW to major incidents which may occur on weekends, public holidays and outside of normal business hours.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

• A degree in a relevant property or business-related discipline with demonstrated extensive experience managing complex stakeholders to achieve outstanding tenant/customer property experiences.

• Experience in leading or contributing to the development and implementation of estate management strategy.

• Experience in leasing of premises to commercial and retail tenants.
• Strong relationship building and stakeholder management skills.
• Demonstrated experience in development and management of significant budgets.
• Demonstrated ability to operate both strategically and operationally, with the ability to articulate clear vision, set clear objectives and manage unplanned and complex situations in a calm and effective manner.
• Experience in planning and organising complex strategic development and capital investment plans to ensure a coherent and integrated approach to delivery of projects.
• Demonstrated experience successfully leading a multi-disciplinary team of estates professionals, including external consultants and delivery partners.
• Demonstrated experience in viability paper and business case development, financial analysis and budget management.
• Collaborative and team oriented with ability to quickly establish and maintain a high level of personal and professional credibility at a senior management level and with the wider team.
• A demonstrated understanding of Higher Education environments.
• Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.
• Advanced negotiation and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in respect of project and team management issues.
• Excellent verbal and written communication skills and experience in researching, analysing and preparing succinct reports, supported by proficiency in relevant computer applications applicable to the planning, reporting and delivery of development projects.
• Effective leadership capabilities in a team environment and a demonstrated capacity to establish build and maintain strong professional relationships within a diverse environment.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.