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POSITION DESCRIPTION

Asset Planning Manager

Faculty/Division

Division of Operations

Classification Level

Professional TFR

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional & Research Staff

Position number

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Shiftwork status

NOT SHIFTWORKER

Allowances

Click or tap here to enter text.

On call arrangements

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Original document creation

3 June 2024

Position Summary

The Asset Planning Manager plays a pivotal role in the strategic planning, allocation, and management of facilities within the university campuses across New South Wales. The role involves working from and across both UNSW's Canberra and Kensington campuses on a regular (weekly / fortnightly) basis.

The position requires a comprehensive understanding of space utilisation, facility management principles and strategic planning to advance the university's education, research, and social impact objectives. Working closely with both UNSW Kensington and UNSW Canberra faculties, divisions, university leadership and UNSW Sydney Asset Management, the Asset Planning Manager effectively develops and implements comprehensive campus planning strategies that optimise space utilisation and operational efficiencies to foster a vibrant and inclusive campus environment. The Asset Planning Manager may be assigned to one or more faculties or divisions or may work across the portfolio; this will change to support priorities and team workload.

The Asset Planning Manger reports to the Senior Manager, Strategic Projects Planning (Estate Management, UNSW Sydney) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and implement long-term strategic plans to optimise the university's estate portfolio, that align with campus/ faculty/divisional strategies, UNSW's Future Campus programme, the university's goals, and the campus master plan.

- In collaboration with Estate Management, develop and regularly review the Strategic Asset Management Plan (SAMP) and Faculty/Division Asset Management Plan (FAMP). These plans articulate the accommodation strategy and facilities development for the designated portfolio.
- Work with Estate Management to develop a physical campus transition plan.
- Collaborate with key stakeholders to understand the education, research and social impact objectives of the designated campus, faculties and division, identifying opportunities and challenges in the physical environment that impact their success.
- Work collaboratively with other Asset Planning Managers to assess education, research and student space needs, utilisation patterns, and facility requirements across disciplines for all faculties, divisions and related entities.
- Conduct assessments of existing spaces including analysing utilisation data, occupancy patterns, and other relevant metrics; identify and apply opportunities for improvement, refurbishment, repurposing, or reallocation to better serve the university and its community.
- Develop clear metrics to measure success while ensuring alignment with each organisation's goals.
- Ensure the equitable allocation and optimisation of spaces within designated envelopes. Align allocations with the SAMP and FAMP, functional and user needs, space availability and regulatory standards.
- Assess space and capital investment needs, resolve requests/issues, and implement allocations that support diverse campus activities and priorities.
- Negotiate to resolve complex internal space or supporting infrastructure issues, negotiating acceptable solutions for all stakeholders.
- Conduct feasibility studies and evaluate potential solutions to future space needs such as leasing or refurbishing spaces. Prepare executive-level business cases, including full cost-benefit analysis to support decision making.
- Develop detailed functional briefs for estate improvement and development projects that optimise spaces to enhance collaboration, innovation and align with university space principles.
- Collaborate with project and development managers to ensure briefs/reports are translated into effective designs that meet the needs of stakeholders and business objectives.
- Cultivate robust relationships with the necessary internal and external stakeholders to understand space needs and foster interdisciplinary collaboration.
- Lead the development and execution of communication, change and training plans for stakeholders affected by space and construction projects including through the engagement of external change resources.
- Regularly communicate and provide key updates including, partnership plans and objectives, progress, challenges and any adjustments needed to stay on track. In addition, monitor and report on the alignment with the Future Campus programme.
- Evaluate and report potential risks and develop contingency plans.
- Develop and implement policies, guidelines, and procedures governing the allocation, use and management of faculty and divisional space. These policies will comply with relevant governance, safety standards, operational protocols, and funding requirements.

- Stay abreast of industry best practices, emerging trends, and regulatory changes, with a focus on developing and implementing long-term strategic plans to optimise the university's estate portfolio. Incorporate relevant updates into university policies and procedures.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Relevant tertiary qualification in architecture, design, engineering, facilities management, business, research or related field.
- Extensive experience in space planning, facility management, or campus planning with a proven track record of managing research spaces in a university or research institution.
- Strong knowledge of space utilisation principles.
- Excellent leadership and interpersonal skills, with the ability to engage diverse stakeholders, build consensus, and lead cross-functional teams.
- Strong critical thinking and analytical skills.
- Strong project management skills with the ability to lead cross-functional teams and drive results.
- Proficiency in space management software, CAD tools, and other technologies for space analysis, visualisation, and project management.
- Excellent consultation, influencing, resilience and negotiation skills. Proven ability to engage effectively with diverse stakeholders to achieve successful outcomes.
- Strong written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Excellent time management skills, with a demonstrated ability to respond to changing complex priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Commitment to fostering a dynamic, inclusive, and sustainable campus environment through strategic space planning initiatives that support the university's mission and values.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

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.