



Position Description

Director, Strategic Infrastructure Projects

Facilities Management

Division of Finance

| | |
|-----------------------|------------------------|
| Classification | Senior Leader, Level 5 |
|-----------------------|------------------------|

| | |
|------------------------|---|
| Delegation band | Delegations and Authorisations Policy (see Section 3) |
|------------------------|---|

| | |
|--------------------------------|-----|
| Annual operating budget | N/A |
|--------------------------------|-----|

| | |
|---------------------------------|---|
| Number of direct reports | 1 |
|---------------------------------|---|

| | |
|-----------------------------------|---|
| Number of indirect reports | 5 |
|-----------------------------------|---|

| | |
|---------------------------|--------------|
| Date last reviewed | October 2022 |
|---------------------------|--------------|



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities, senior leaders will be required to contribute to the success of the university strategy including meeting the university's eight key performance indicators:

Our Students

- Commencing Progress Rate
- Student Experience

Our Research

- Research Income
- Research Quality and Impact

Our People

- Engagement
- All Injury Frequency Rate

Our Social Responsibility

- Underlying Operating Result
 - Community and Partner Sentiment
-



Division of Finance

Facilities Management

The Division of Finance is led by the Chief Financial Officer (CFO) and forms part of the Chief Operating Officer (COO) portfolio. The Division provides a range of corporate services involving finance, accounting operations and systems, procurement services and the operation of commercial and campus-based services. The Division strives for excellence in strategic resource management, the provision of professional services and systems, and the conduct of business that supports the University in fulfilling its strategic plan.

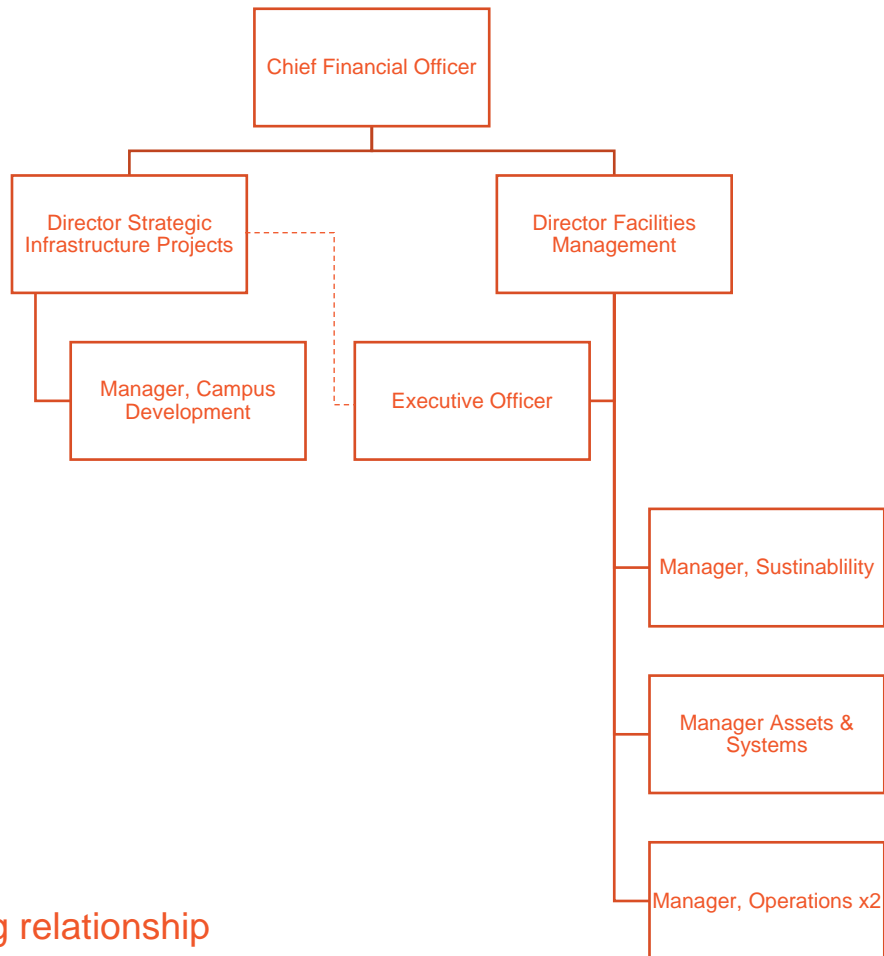
As a part of the Division of Finance, the Facilities Management team develops and maintains the campuses and specialist centres of Charles Sturt University to provide a conducive and sustainable environment for safe living, learning, teaching, and research.

Facilities Management is responsible for the planning, design and construction of new buildings, refurbishments and maintenance of existing buildings, cleaning, development and maintenance of grounds and the provision of security services.

Facilities Management is integral to the University's strategic planning process and provides effective stewardship of campus facilities by ensuring all resources are effectively and efficiently focused towards supporting our students and staff in their pursuit of academic excellence.



Organisational chart



Reporting relationship

This position reports to: Chief Financial Officer

This position supervises: Manager, Campus Development

Key working relationships

- Director, Facilities Management
- Director, Financial Services



Position overview

The Director, Strategic Infrastructure Projects is accountable for the development and effective implementation of sustainable University-wide master planning and modern space utilisation analysis solutions. This role is responsible for establishing and maintaining mechanisms that seamlessly deliver physical infrastructure projects to support the University's strategic objectives through integrated planning and development processes.

Principal responsibilities

The Director, Strategic Infrastructure Projects will:

- Provide strategic and policy advice to the Chief Financial Officer and Senior Executive on matters related to the management and development of the University's physical infrastructure and environment to support the learning, teaching and research activities of the University.
- Develop and implement campus master plans, in consultation with key stakeholders.
- Ensure that the activities and operations comply with all relevant statutory requirements, University policies, risk assessment guidelines and quality assurance criteria.
- Ensure that the legislative requirements, principles and plans for the environmental, ecological and health and safety issues affecting the University are incorporated into all activities.
- Provide strategic advice to inform the development of the University's Capital Management Plan including the prioritising of campus projects, in collaboration with senior management at Charles Sturt.
- Oversee the finances of master planning and capital works within the terms of the approved budget, and actively pursue ways to contain expenses.
- Develop and implement of a framework for the measurement, utilisation and management of space.
- Ensure alignment of space requirements with the University's strategic direction, including projection of future space requirements.
- Provide strategic advice on future requirements for space and options for improving the utilisation of existing facilities.
- Support and guide the Manager, Campus Development to lead and manage the delivery of strategic infrastructure projects.
- Liaise with external stakeholders of actual and potential third party partnerships in efforts to further engage with industry and government to support the university's strategic goals
- Other duties as appropriate to the classification

The Director, Strategic Infrastructure Projects is accountable for:

- Managing change by anticipating or responding to developments within the external and internal environment that may impact on the University or Division.
- Leading and guiding consultative planning and the management of performance, to support the University objectives and strategies.



- Leading and guiding the development and implementation of policies and procedures that contribute to the achievement of the University's strategy, mission, values, priorities, and objectives.
- Leading the management and regulation of the quality and delivery of Strategic Infrastructure projects to the University's clients and stakeholders.
- Ensuring continuity and protection of the University's financial strength and reputation by systematically identifying and managing material risks, including the potential for fraud and corruption.
- Deploying staff and resources effectively.
- Participating in the Employee Development and Review Scheme (EDRS).
- Ensuring compliance with the University's Equal Opportunity Policy and Work Health and Safety Policies.
- Contributing to the overall direction, leadership, and management of the University, as part of the management team.

Key result areas

In support of the principal responsibilities and the university's eight key performance indicators (listed on page 2), this position will be accountable for the following:

| | |
|-----------------------------|--|
| Leadership | Provide effective leadership and implement programs to drive staff engagement and support staff through innovation and change initiatives. |
| Capital Plan | Manage the delivery of the University Capital Plan |
| Campus Master Plan | Lead the development of the Campus Master Plan via exceptional stakeholder collaboration and utilisation of subject matter experts |
| Change Management | Manage change by anticipating or responding to developments within the external and internal environment that may impact on the University or Division. |
| Project Management | Lead and guide consultative planning and management of strategic infrastructure projects and develop and implement policies and procedures to achieve strategic goals. |
| Financial Management | Lead, manage and regulate the delivery of projects through protection of the University's financial strength and reputation by systematically deploying staff and resources effectively and identifying and mitigating material risks, including the potential for fraud and corruption. |



Role-specific capabilities

This section comprises capabilities from the [Charles Sturt Capability Framework](#).

| | |
|--|--|
| Be business savvy | Look to add commercial value in our roles, processes and ways of working. |
| Take action | Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects). |
| Influence | Create compelling arguments to persuade others and promote ideas that add strategic value. |
| Analyse | Analyse information, probe for clarity, produce solutions, make judgements, think systemically. |
| Formulate strategies and concepts | Work strategically, set strategies, have a vision, think broadly about the organisation. |
| Plan and organise | Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress. |

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Relevant tertiary qualifications and leadership experience at a senior level in a large and complex organisation.
- B. Demonstrated experience in successful planning and implementation of strategic infrastructure projects for large and complex organisations.
- C. Executive level experience in negotiating, with the ability to lead and manage the allocation and utilisation physical and financial resources to achieve planned objectives budgeting and resource allocation.
- D. Demonstrated analytical skills, including the ability to define, document and communicate policy, and to think and act strategically.
- E. Thorough knowledge of quality assurance and risk management principles, together with a strong desire to demonstrate and achieve high Work Health and Safety (WH&S) standards and practice.
- F. Demonstrated capability in effective people management, including the facilitation of strong interpersonal and collaborative working relationships, the application of the principles of anti-discrimination, equal opportunity and other relevant legislation, and a willingness to implement associated plans, policies and programs.

