

Position description

Position title:	Associate Director, Asset Services
School/Directorate/VCO:	Facilities Services
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 10 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849181
Further information from:	Mr Keith Caldwell, Director Facilities Services Telephone: (03) 5327 6242 E-mail: k.caldwell@federation.edu.au
Position description approved by:	Mr Keith Caldwell, Director, Facilities Services

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Facilities Services Directorate is responsible for ensuring that the buildings and grounds across all University campuses are maintained and compliant with relevant building and occupational health and safety (OH&S) regulations, managing and maintaining the University's vehicle fleet and contributing to the University's critical incident and emergency management responses.

The Associate Director, Asset Services is required to provide strong leadership of the University's Asset Management and Capital Programs and be a trusted key adviser on corporate matters relating to asset development and business transformation. It is expected that this position works collaboratively across the wider finance function and across the University in developing relationships, continuous improvement and expert advice.

The Associate Director, Asset Services requires a close strategic working relationship with all senior management of the University, and through the Director, provides advice directly or indirectly to Senior Executive and Council members.

The Associate Director, Asset Services is responsible for working collaboratively with the Director, Facilities Services and other members of the Facilities Services leadership team to ensure the effective and efficient delivery of strategic and operational asset management services and support to the University.

Extensive travel is required to meet the objectives of this role. If based at the Berwick or Gippsland Campus significant travel to the Mt Helen Campus will be required.

Key responsibilities

1. Lead, manage and develop an asset management strategy that aligns with the University's strategic objectives and stakeholder requirements to ensure the University's physical assets continue to meet the University's business requirements and plan for asset investment to achieve future business needs.
2. Develop and implement an asset management plan and ensure the ongoing identification and resolution of risks through regular audit cycles and ongoing monitoring of asset performance.
3. Lead the development, implementation and on-going maintenance of an effective Asset Management system.
4. Work collaboratively with the Operations Team to ensure asset performance is in accordance with business needs;
5. Provide expert advice, recommendations on strategic initiatives and programs to the Director, Facilities Services and members of the Senior Executive group on Asset Management strategies and policies to support the University's strategic direction.
6. Assess and recommend business cases and oversee the development of Project Proposals, Charters and Plans including the development of risk management, communication strategies, quality plans and preliminary budgets in accordance with the University's Project Management Policy and Procedures.
7. Lead the delivery of capital works to meet stakeholder and business needs in a timely and efficient manner.
8. Identify and apply for government funding and grants to support asset management activities.

9. Lead, manage and develop the Asset Management and Project teams, including inducting and managing probationary requirements for project managers and other project employees, and implementing the Performance and Review Development Program.
10. Contribute extensively to the development and implementation of the Facilities Services Transformational Business and Action Plans in support of the University's Strategic and Enabling Plans.
11. Continually review, monitor and provide recommendations for changes to policies, procedures to ensure consistency and compliance with building codes and other relevant legislative requirements.
12. Promote a culture of continuous improvement and ensure best practice in the field of facilities management is applied.
13. Build professional relationships and networks and work collaboratively with all key stakeholders both within and external to the University community.
14. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
15. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Associate Director, Asset Services reports to the Director, Facilities Services and will be part of the Facilities Services Leadership Team. The position requires a high degree of autonomy with substantial management responsibility. The Associate Director, Asset Services will be required to have considerable initiative, including working with and providing advice to staff at senior levels of the institution.

The Associate Director, Asset Services will be expected to work autonomously, with minimal input from the Director, Facilities Services in the daily management tasks of the Asset Management and Project Management teams.

The Associate Director, Asset Services will be expected to demonstrate significant expertise in asset and project management. The position will be expected to lead an extensive asset improvement and maintenance program as well as leading related projects and developments. The position is required to implement best practice solutions as part of the University's short, medium and long term asset management strategy and as required by the University's changing operating environment.

The Associate Director, Asset Services will possess the capability and experience to interpret and address diverse and complex problems that are encountered in both the management of University assets and projects while ensuring that budgets are closely monitored and adhered to.

Training and qualifications

Postgraduate qualifications and extensive relevant experience in Building Projects and relevant Asset Management or Building and Construction related disciplines with responsibility for asset management and planning within in a large, complex organisation. In addition, proven experience in managing professional staff, large annual budgets, projects and other resources is required. Membership of a professional association such Tertiary Education Facilities Management Association (TEFMA), Facility Managers Association (FMA) or similar professional organisation is also required.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Position/Organisational relationships

The Associate Director, Asset Services is responsible for leading and managing the Asset Management and Project Management teams to achieve annual objectives and project timelines. The position is also responsible for working collaboratively with senior management and staff in Schools, Centres and other Directorates to support the achievement of the University's strategic objectives and priorities.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications and extensive relevant experience in Building Projects and relevant Asset Management or Building and Construction related disciplines with responsibility for asset management and planning within in a large, complex organisation. In addition, proven experience in managing professional staff, large annual budgets, projects and other resources is required. Membership of a professional association such Tertiary Education Facilities Management Association (TEFMA), Facility Managers Association (FMA) or similar professional organisation is also required.
2. Demonstrated ability to conceptualise and develop strategic asset management plans, implement and manage operational plans, and the capacity to lead others in the asset management planning processes.
3. Demonstrated experience in providing expert advice, recommendations on strategic initiatives and programs at an executive level.
4. Demonstrated experience and proven expertise in managing complex construction projects and achieve outcomes within agreed timeframes and budget.
5. Advanced analytical and problem-solving skills, including the demonstrated ability to analyse complex problems, develop innovative solutions and lead the implementation of these in a challenging environment.
6. Demonstrated ability to work independently and collaboratively with a diverse range of internal and external stakeholders, including the capacity to influence others and negotiate win-win outcomes for all parties.

7. Demonstrated ability to lead, motivate, develop and communicate with high performing teams to achieve organisational outcomes in a complex and competitive environment.
8. Demonstrated understanding of the issues and challenges in the Australian education sector and those faced by a multi-sector university.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.