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| Position Title: | Associate Director, Maintenance & Operations |
| Position Classification: | Level 10 Grade 3 |
| Position Number: | 310632 |
| Faculty/Office: | Campus Management |
| School/Division: | Maintenance & Operations |
| Centre/Section: | Central Unit |
| Supervisor Title: | Director, Campus Management |
| Supervisor Position Number: | 307244 |

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. Within the Maintenance and Operations team the role is accountable for the delivery of maintenance and operational services in compliance with operational policies and procedures, University standards and the Campus Master Plan. Its primary customers are Faculties, Central Units and Director Campus Management.

Reporting Structure

Reports to: Director, Campus Management

Direct reports:

Head of Maintenance

Head of Operations

Manager, Service Contracts

Campus Services Officers (x 5)

Your role

The University has recently approved a 10-year Campus Masterplan that guides the development of the campus for a decade. The role is an exciting opportunity to join a dynamic Campus Management leadership team that is also responding to disruption to the University as a consequence of COVID-19, to shape the future of the University's physical assets through asset integrity improvements, life cycle renewal, asset consolidation and replacement. The Associate Director Maintenance and Operations will lead the effective and efficient delivery of maintenance and operations services to the University. The role provides leadership to deliver Campus Management services including reactive, planned and long-term maintenance and operations: grounds, fleet, parking, cleaning, print and mail and security services; and the implementation of the University's Strategic Asset Management Plan (SAMP).

The position is responsible for a high volume of diverse service activities; the effective management of resources through in-house and co-sourced contractors; and managing the operations of the estate to ensure University students, staff and community amenity.

This involves close collaboration with the associate directors for campus planning, capital projects extensive liaison with internal stakeholders and service providers.

Key responsibilities

Prepare budget, risk, resource and safety plans and lead in the prioritisation and delivery of integrated Maintenance and Operations services. Prepare strategic maintenance and operational reports and plans aligned with the SAMP.

Oversee the prioritising, planning and securing of resources for reactive, preventative and life-cycle asset maintenance plans.

Work closely with the Associate Directors within CM to plan for the integration, co-ordination and delivery of services with wider programmes and initiatives

Apply sustainable development strategies to Maintenance and Operations activities and services.

Conduct and ensure the delivery of services are compliant with Australian Building Codes and Standards, Occupational Health and Safety and Equal Opportunity legislation, contract management, University policies and procedures and comply with the Campus Master Plan and supporting strategies

Oversee the efficient and effective delivery of Campus Management services in the Service Delivery Centres, reporting regularly to the Director Campus Management.

Oversee the planning, strategy and implementation of the maintenance and operations, grounds, fleet, parking and security services programme.

Consult and collaborate with key internal and external stakeholder groups including industry, regulatory bodies, government agencies, regarding maintenance and operations activities.

Undertake the financial management and administration for maintenance and operations services in compliance with University's policies, procedures, reporting and administration.

Conduct and ensure service delivery is effectively managed and client focused through Campus Management Services in Service Delivery Centres. Develop and enhance relationships within the University community to support co-sourced arrangements.

Conduct and ensure quality assurance and contract management through effective management of policies, processes and practices to ensure an outcome focus.

Other duties as directed.

Your specific work capabilities (selection criteria)

Tertiary qualifications in a relevant discipline, for example, engineering, construction, facilities, maintenance and operations management, or extensive equivalent experience.

Substantial experience in management of maintenance and operations services in a large and complex environment

Demonstrated comprehensive knowledge of building and infrastructure services and campus services.

Demonstrated 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.

Experience in establishing and managing large and multi-disciplinary service contracts and performance management processes for maintenance and operations portfolios.

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

Excellent planning and organisational skills

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

Special Requirements (selection criteria)

Will be required to be available for out of hours call out based on a roster system and to support the work of the Critical Incident Management team as necessary

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics; <http://www.web.uwa.edu.au/inclusion-diversity>