



ASSOCIATE DIRECTOR, CAPITAL DEVELOPMENT

JOB & PERSON SPECIFICATION

AUGUST 2019

Position Description – Associate Director, Capital Development

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor	Director, Property, Facilities and Development
Classification	Senior Manager
Employment Type	Fixed term, full-time (Available for 5 years)

POSITION SUMMARY
<p>The Associate Director, Capital Development is responsible for the overall management, delivery and outcomes of the University’s Capital Works Program - this includes the leadership and direction of the capital development team responsible for the implementation of the University’s Capital Infrastructure Plan (CIP).</p> <p>Working generally unguided, this position will deliver the annual program of renewal and enhancement capital works with a strong focus on team leadership, strategic procurement, governance, compliance, financial reporting at a program level, effective stakeholder management and exceptional customer service leadership.</p> <p>The Associate Director, Capital Development will work collaboratively with the division’s leadership team to achieve best practice capital delivery, further the strategic and operational requirements of the division and achieve the best project outcomes for Flinders.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University’s code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University’s values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University’s objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one’s supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University’s <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. If you have any queries in this regard please raise them with the named contact person in this Position Description in the first instance.</i></p>

KEY POSITION RESPONSIBILITIES

The Associate Director, Capital Development will be accountable for:

1. Leading the delivery of the University's capital works program and investments from concept development to post implementation review.
2. Taking full responsibility for the overall capital development team staff including providing leadership, coaching and training in all the aspects of project management and delivery relevant to the University environment, and driving a culture of customer service and high performance within the team.
3. Leading a high-performing project delivery team in the delivery of the University's annual Capital and Infrastructure Plan and overall responsibility for:
 - Developing the overall program of works;
 - Establishing methodologies, systems, reporting and processes to enable efficient project delivery, good project governance and agreed outcomes;
 - Contributing to the development of Capital and Infrastructure Plan;
 - Project governance, compliance and reporting;
 - Financial performance including forecasting;
 - Managing, implementing and delivering the annual program of works; and
 - Ensuring successful project delivery in accordance with the University's infrastructure delivery framework.
4. Forming and managing strategic relationships with senior stakeholders across the University to promote the University's Capital Works Program and develop a comprehensive understanding of current and emerging business needs that achieves best value capital works procurement and delivery.
5. Providing leadership in the strategic procurement and implementation of capital works to achieve the optimal outcome for all projects and the program, and ensure compliance with legislative requirements, University policies, procedures and the University's financial management framework.
6. Providing strategic advice to the Director and Vice-President (Corporate Services) on the effective delivery of infrastructure program on time, within cost and scope and quality expectations.
7. Overseeing the development of a comprehensive suite of reports and provide project finance and delivery progress.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Degree-qualified with relevant post qualification experience in areas such as project management or equivalent and extensive experience in delivering complex capital works programs in infrastructure intensive organisations.
- Extensive experience in managing the delivery of a diverse complex capital works program, including program management, resource allocation (internal and external), scheduling and financial management.
- Extensive leadership experience in the procurement and construction of major and minor building and urban environment projects within time and budget constraints to meet the specific requirements of a university setting, applying different methods to different outcomes and situations.
- Demonstrated positive experience in team leadership, effective performance management and development of staff, professional work teams in project management and construction professionals.
- Outstanding people skills including the ability to motivate, collaborate, inspire, lead, influence, mentor and negotiate at all levels.
- Proven experience in developing and maintaining positive and effective stakeholder relationships.
- High level communication skills, including the ability to produce high quality written information, presentations and reports on complex and sensitive issues, and a strong focus on conflict resolution.
- High level customer service skills, extensive experience in dealing with conflicting needs and demonstrated ability to lead a continuous improvement culture focused on customer service.
- Proven experience in the development of processes and systems to ensure high quality delivery of projects and their procurement requirements.
- Demonstrated knowledge and experience in the application of building and interior design standards and the Statutory Standards and Building Code of Australia.
- Experience with sustainable building designs incorporating ecological solutions.



HOW TO APPLY

Applications should be addressed to Andrew Reed and Lucy Dinnison-Mitchell. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.