

EXECUTIVE DIRECTOR: PLANNING, DEVELOPMENT AND MANAGEMENT OF CAMPUS INFRASTRUCTURE AND FACILITIES

DRAFT POST PROFILE - 2014 (SOL PLAATJE UNIVERSITY)

1. Background:

Sol Plaatje University (SPU) was established in 2013. The first students were registered at the beginning of the 2014 academic year and are being taught in renovated existing facilities. The planned enrolment figures will increase from 135 in 2014 to 7500 in 2025 and the facilities for both learning, teaching, residence, sports and general student life will need to be sufficient to accommodate these enrolment figures, including the provision of on-campus residence facilities for 60% of the student population in alignment with university policy.

As a result of the rate of expansion and growth, this post requires an exceptional individual with a strong balance between the technical competencies required and an innovative and creative approach in terms of planning and managing the resources to get the job done in time, on budget and at the levels required by a growing institution of national importance.

This post will be part of the executive Management Team and will report directly to the Vice Chancellor.

This post will have a small team of professionals in the built environment, property maintenance and project administrative functions. This team will rely heavily on external contractors and will need to manage this process in terms of finite deliverables.

2. Core Purpose:

To lead and manage the Infrastructure Planning, Delivery and Maintenance programme on all campuses at SPU so that the academic vision, mission and activities of the University are supported by relevant, sustainable and well maintained physical infrastructure. The critical aspect, at this early stage of the institution's growth, is to plan, lead and manage the infrastructure build that will be required to accommodate the planned increase in student and staff numbers.

3. Key Performance Areas:

- a) Establish the University's client capability to plan, manage and roll out the design and delivery of infrastructure in alignment with the approved Spatial Development Framework and in consultation with the University's academic and executive leadership.
- b) Cooperate with the DHET Project Management Team to facilitate a smooth handover to the University of the Client function currently performed by Wits University on behalf of the DHET.
- c) Ensure that the Spatial Development Framework is aligned with the University's academic mission and that new developments are appropriately supported by bulk infrastructure.
- d) Plan and manage the effective procurement of the required built environment professionals, contractors and suppliers within an enabling construction procurement policy.
- e) Provide informed client direction to the appointed project managers and design team in the planning, design and implementation of projects.
- f) Oversee the commissioning, fine tuning and handover of completed infrastructure to the Facilities Management function.
- g) Provide direction to the management of the daily campus and infrastructure operations.
- h) Implement and maintain an appropriate "best practice" property data base system to allow for timeous production of accurate information for all campus related decision making and requirements inclusive of staff and student safety and protection.

- i) Oversee the financial management and budgeting requirements to do with university's infrastructure development and campus facilities management.

4. Core Competencies:

- a) Unless the applicant can demonstrate that s/he has developed the necessary competencies through experience, a formal *built environment* qualification is required, probably in the field of engineering and/or project management.
- b) This post must have specialist knowledge in the general built environment, construction industry, Contract Management, Procurement, Town Planning, Municipal bylaws and cost management.
- c) In addition to these competencies, basic financial management and budgeting experience together with a sound knowledge of the management of human resources, the environment, waste management, infrastructure maintenance and technical services.
- d) A minimum of 5 years' appropriate experience in a built environment at a senior management level.
- e) A proven record in Project Management.
- f) Experience with the project management of the establishment of a new division/department within an organisation and/or some experience in leading a transformation initiative within an organisation would be an advantage.

5. Qualifications:

- a) A registered Engineer and/or Built Environment professional.

6. Knowledge:

- a) General management practices
- b) Construction design and project management

7. Skills and Behaviours:

- a) Conceptual thinking ability
- b) Planning and organising
- c) Leading people
- d) Problem solving
- e) Developing strategies
- f) Influencing others
- g) Leading teams
- h) Managing change
- i) Achieving results