



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 353001
SCHOOL/OFFICE: Pro Vice Chancellor (Planning & Development and Industrial Relations)	CLASSIFICATION: Non Academic Grade 13
DIVISION/STRAND: Physical Facilities and Management	POSITION TITLE: Director
BRANCH:	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Academic Grade 6 PN 293043
SECTION:	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION:	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The Director, Physical Facilities Management is responsible for the management and development of the Physical Facilities Management Division. This is inclusive, but not limited to, managing the division's resources, including drafting and executing its budget, developing its organizational structure and task allocation, staff management and professional development, as well as contributing to the university's strategic plans through the development of operational plans in alignment with the Universities overarching objectives, mission and vision as a higher education institution.

MAJOR DUTIES

- Co-ordinate and supervise the Management of contracts and contractors, ie, interpret policy as it affects the work of Management Services functions.
- Make critical management services decisions have significant future effects on the department.
- Direct and participate in board strategic planning and policy formulation for management services functions.
- Set management services objectives in terms of programme, policies and work standards, liaise with other functional managers to achieve policies and targets.
- Act as department consultant on any matter confined wholly to management services principles.
- Provide high level advice to the University management and information to line managers considered necessary.
- Direct the development of management services standard instructions, approve their adoption as appropriate, and arrange implementation as necessary.
- Responsible for creating and maintaining a high morale and disciplinary standard in the staff and in the division as a whole.

- In collaboration with the SDU Director, initiate and develop a practical and systematic training programme for the staff and consistently review and evaluate its effectiveness and applicability.
- In the absence of a University Architect, to combine the duties of an Architect with the Director Physical Facilities Management.
- Plan, design and documentation of new projects.
- Carry out and prepare the space audit report.
- Maintain the Property/Assets Register for the University Vehicle/Land and Buildings.
- Preparation of the five (5) year maintenance plan and the annual maintenance budget in respect of buildings, roads, plants and parks.
- Efficient administration of all maintenance services contracts for cleaning, gardening, and parks, roads, administrative buildings and dormitories.
- Co-ordinate and supervise the line managers responsible for construction and minor works, routine maintenance, general services and mechanical and electrical services.
- Other duties as may be required.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

Persons employed at Grade 13 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- Postgraduate qualifications in preferably Architecture, Building or Civil Engineering with extensive experience; or
- Extensive management experience and proven management expertise; or
- An equivalent combination of relevant experience and/or education/training.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Significant senior level experience in the management and development of physical facilities in a large complex organization with comparable scope, responsibilities budgets and responsibilities
2. Experience of leading multi-disciplinary work teams (Student Welfare & Development, Technical Support Service, Network and Communication and on-line service).
3. Highly developed people skills.
4. Proven record of contributing to asset management through strategic planning and a successful track record in the delivery of major organizational objectives.
5. Experienced in an asset management within the higher education sector, public sector or a comparable service sector.
6. Strong team player, analytical and technical mindset and strategic thinker.
7. Excellent written and verbal communication skills including the ability to convey complex technical solutions in plain English.

8. Strong project management skills.
9. Customer service focus with positive and professional approach.
10. Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS