

Associate Vice-President, Facilities Management

Out of Scope

Rating Level: Pay Band 12

Salary: \$133,971 - \$200,958

Closing Date: March 26

Reporting to the Vice-President (Administration), the Associate Vice President (Facilities Management) provides leadership to the Facilities Management department to continue to build a healthy culture of teamwork, transparency and openness. The AVP is accountable for overseeing the complex financial components of the department, including all operating, utility and capital budgets.

The AVP works collaboratively with campus administration and the campus community to provide excellent customer-focused services while advancing the University's goals. The AVP plays a significant role in creating the campus master plan and the multi-year capital outlay program.

The AVP (Facilities Management) is a member of the University's leadership team and is responsible for leading and directing the delivery of daily management of campus facilities and services

In addition, this position works to establish best practices in occupational health and safety and the conservation of energy and water, recycling, and other facility-related sustainability efforts.

The Associate Vice-President provides leadership and direction to four direct reports (Director, Planning, Design & Construction; Director, Security & Operations; Director, Finance, Administration & Parking Service; and Director, Maintenance and Utilities).

Specific Accountabilities:

Leadership

- Leads all aspects of facilities management to include development and implementation of strategic and operational plans, processes and practices to inform the design, construction, utilization and operations of a highly efficient, environmentally sustainable campus.
- Establishes a comprehensive strategic framework that identifies all accountabilities associated with the University's facilities management function and identifies opportunities to continue to shape the University's facilities to the current and future needs of education and research.

- Provides leadership to ensure direct reports deliver proactive project management and oversight of all major capital projects, delivering high-quality, on-time and on-budget results.
- Builds commitment, drives engagement and inspires accountability of all direct reports through leadership, professional development, assessment and supervision, with an emphasis on client service delivery; leads and collaborates with unit leadership to develop, implement, and maintain programming, policies and procedures that best support the needs of our diverse faculty, staff and student population while delivering exceptional service and inclusive facilities.
- Strengthen working relationships between the Facilities Management department and the campus community (faculty, students, and staff), achieving enhanced credibility and trust within and between the department and the University community. Maximize flexibility and responsiveness for all operations and services and foster a strong commitment to customer service through the entire Facilities Management department.
- Develop and monitor performance objectives / KPIs for each unit within Facilities Management. Provide hands-on direction and leadership to facilitate the achievement and reporting of quarterly outcomes.
- Serve as a politically astute resource to VP (Administration) for the University on physical planning, design, development, construction, and facilities / operations issues covered by the media. Develop and maintain a positive relationship with the University community, senior leadership, and other stakeholders key to contributing to the success of Facilities Management.
- Continually promote and support a culture of safety for all FM staff, supported by data and measurable results.
- Direct and lead staff, select, hire, train, coach and monitor performance to assure performance goals are met, while providing mentoring and individual development plans for all key individuals directly reporting to this position.
- Provide leadership to ensure Facilities Management continually monitors compliance with applicable environmental, health and safety requirements.
- Develop, implement, and maintain department equity plan for, and in consultation with, members of the four designated equity groups (Women, Aboriginal Peoples, Members of Visible Minorities, and Persons with Disabilities).
- Address policies, procedures and practices to ensure all employees are treated with respect in all aspects of their employment.

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Planning, Capital and Budget

- Works collaboratively with academic departments, administrative leadership, and other key stakeholders to lead transparent and inclusive master and capital planning processes, to prioritize master planning initiatives and align critical priorities with funding projections including philanthropy, debt capacity, and other sources of income.
- Consistent with the University's academic priorities, manages space allocation for faculty, academic, and administrative units on campus; monitors compliance with the University's policies regarding efficient space utilization; manages a comprehensive database of space resources, conditions, and uses.
- Oversee the analysis, development, implementation, and monitoring of all facilities budgets, including operations, physical space, training and education of staff, maintenance, and capital project budgets, ensuring that the department is delivering services in the most cost-effective and transparent way.
- Develop facilities' budget targets and financial performance objectives.
- Provide sound strategic financial forecasting and recommendations to best support current and forecasted facilities needs of the institution.
- Develop, build support for, and execute a cost-effective plan to address deferred maintenance and implement a comprehensive planned and preventive maintenance program. Prioritize and remain apprised of upgrades and upkeep of campus buildings and landscape through the maintenance programs. Demonstrate that the re-investment in the campus is as strategic and efficient as possible.
- Facilitate continuing long-term planning to ensure that campus renewal meets the evolving needs of the institution and remains fully aligned with the strategic direction of the University.
- Demonstrate commitment to resource stewardship from both an economic and sustainability perspective. Lead and support sustainability objectives in both operating and capital programs.
- Deliver high quality construction and renovation projects within or below budget and on schedule. Ensure University leadership and the Board are confident that the University has

obtained the best possible solution at the lowest total lifetime cost that achieves the program, including design and aesthetic-objectives. Provide clear transparent reporting on capital activity.

- Evaluate public private partnerships and serve as the key representative of the University negotiating and partnering with private firms.
- Plan, develop and implement strategies for generating resources and/or revenue for the department. Conduct periodic reviews of budgetary practices and financial issues aimed at ensuring accountability and adherence to University financial policies and procedures.

Operations

- Leverage technology, knowledge, and process management to continually increase the efficiency and effectiveness of the facilities organization. Introduce appropriate new approaches and techniques to build on the University's existing assets.
- Continually develop and enhance client relationships by ensuring regular and robust dialogue between front-line service providers and managers across the University. Measure and enhance key performance indicators for services provided and communicate these indicators effectively to customers as part of a process of measuring service delivery and meeting institutional expectations.
- Provide leadership and oversight to major construction, maintenance, and renovation projects, while ensuring the Facilities Management team remains responsive to the needs of campus constituencies. Establish priorities and allocate resources efficiently to ensure projects are completed on time and within budget.
- Work with University of Regina administrators, faculty and staff to analyze and assess maintenance, growth and facility needs pertaining to programmatic changes. Develop and implement programs, strategies and plans to meet those needs, preparing conceptual plans for new facilities as appropriate. Provide input into and recommendations for the space utilization plan for the campus buildings.
- Revise and implement changes to the campus master plan as specified by the University of Regina strategic plan while ensuring adherence and consistency with the Wascana Centre Master Plan. Implement a proactive approach to finding efficiencies and addressing gaps in facility needs.
- Develop and implement policies and decision-making processes that are fully integrated into the University of Regina strategic plan, including short and long-term space allocation, real estate acquisition and maintenance to include disposition of properties, and state-of-the-art facilities maintenance practices and programs.

- Collaboratively set priorities, identifying opportunities to improve operations and processes with a focus on efficiency, responsiveness, and fiscal stewardship. Engage senior leaders and departments across the University to facilitate an open dialogue about the needs of the campus and advance important projects.

Requirements

- A bachelor's degree is required in a related field such as engineering or architecture and 7 to 10 years progressively responsible facility management leadership experience in an institution of higher education or a comparably complex setting.
- Experience creating efficiencies within facilities operations through organizational restructuring as well as implementation of facilities management technology and re-engineering of processes to enhance business practices.
- Effective and transparent communicator with excellent written and oral communication skills.
- Mastery of critical leadership competencies and behaviors, demonstrated decisiveness, and ability to model the University's cultural values and attributes.
- Experience developing preventative and predictive maintenance strategies and creative approaches to deferred maintenance.
- High level of personal integrity, ethics, initiative, emotional intelligence, and strong interpersonal skills.
- Experience working in a unionized environment is strongly preferred.
- Strong customer service orientation.
- Commitment to managing the performance of a team focused on delivering collaboratively developed annual strategic objectives.
- Ability to grasp the bigger picture and goals of the University and to integrate the goals fully into the facilities operation and capital programs.

To complete the application process for this position please visit:

<https://www.uregina.ca/hr/careers/opportunities.html>

Competition # 20190245