

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

Asset Manager

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The purpose of the Property Services team, which forms part of the Corporate Services Group within the portfolio of the Chief Operating Officer, is to provide best in class services which effectively manage the University's corporate estates portfolio, and to create an environment that strongly supports the operational and strategic goals of the University.

The team comprises the following major functions:

Property Development & Infrastructure

- Campus Development: provides strategic leadership and management in the development and management of the University Campus Development Plan, including major infrastructure projects.
- The provision of strategic space planning, allocation, and management.
- Commercial lease management and all associated liaison and management associated with the role of both landlord and tenant.
- Maintenance of all facilities and infrastructure
- Responsibility for relevant statutory compliance issues associated with the Building Act, Resource Management Act, Education Act, and other elements of the Government or Territorial Authority regulatory framework

Campus Operations & Risk

- Support Services including fleet, transport, mail, portering and cleaning.
- Grounds maintenance
- Unisafe services including security and parking enforcement
- Enterprise risk and travel management

The Security Services team is responsible for providing management and advice for implementing risk management and security processes, conducting risk assessments and investigations, loss prevention, surveillance, access control and crime reporting.

2. POSITION PURPOSE

The Asset Manager is a key role within the Facilities Operations team that plan and deliver the University's asset management and maintenance plans for its built asset portfolio that are aligned to the Strategic Plan, long term capital plan and its operational requirements. The Facilities Asset Manager will alongside the facilities operations Team, providing best practise expertise and advice, as well as supporting that a 'whole of life' and 'whole of University' approach is taken to decision making and prioritisation.

The Asset Manager will work alongside the Facilities Operations team to plan the Asset Management Programme.

3. ACCOUNTABILITY

The Asset Manager reports to the Energy & Compliance Manager.

4. FUNCTIONAL RELATIONSHIPS:

Internal:	Director Property Development and Infrastructure Property Services Leadership Team Divisional Directors Property Services Information Technology Services Financial Services People and Capability Staff, students and members of the University community
External:	Key stakeholders Supply chain partners Central and Local Government agencies Local Territorial Authorities, community groups and commercial organisations Other stakeholders

5. KEY TASKS

Leadership

- Ensure the Strategic Asset Management Plan (SAMP) including any required improvement plans is developed, maintained and reported against.
- Ensure the asset management plans are aligned to the University's strategy, campus master plan, long term capital plan, capital works programme, and stakeholder requirements.
- Support sustainability goals through asset lifecycle planning and energy-efficient maintenance strategies
- Ensure the development of a long-term maintenance and renewal plan (at least 20 years) for all assets, to support the University strategy and plans.
- Ensure an annual asset management budget and work programme is scoped and detailed to the necessary levels of operational requirements, fitness for purpose, availability and reliability, and legislative and regulatory compliance.
- Provide expert advice in Asset Management to internal and external stakeholders.
- Provide leadership and direction to ensure that accurate records of all assets owned by the University are maintained by gathering necessary data and overseeing the use of computerised asset management and financial systems to record all asset information (including current condition) based on industry best practice.

- Ensure that asset planning frameworks are established and incorporate the assessment of alternative options for the acquisition of new assets and the replacement of existing assets.
- Provide strategic leadership and direction on lifecycle cost analysis concepts for supporting reports and recommendations.
- Ensure that maintenance standards of all assets are determined and upheld in accordance within an established maintenance plan which is regularly reviewed.
- Contribute to the development of priorities to ensure that plant and systems are maintained to maximise asset lifecycles in line with strategic objectives.
- Lead optimisation of the Maximo system to support asset management practice ensuring enhancements, fixes and process changes are managed with ITS.
- Promote continuous improvement through the adoption of innovative technologies that improve asset visibility, performance tracking, and reporting accuracy

Relationship management

- Work with the appropriate Contract Managers to monitor compliance to contracted conditions and service level agreements.
- Develop and sustain positive relationships with vendors and contract partners that benefit the University.
- Ensure positive relationships are established and maintained with University stakeholders to ensure their needs are able to be met.
- Provide input to the wider UoW Asset Management governance.

Team and leadership and contribution

- Provide line management to the Facilities Information Officer including managing workload, ODR and leave
- Monitor and review Asset records to ensure compliance requirements are met
- Actively participate in and contribute to the Facilities Operations teams to encourage transparency across activities, open sharing of knowledge, ownership of risks/issues, and actions to build a high-performance culture.
- Provides advice on the implication of legislative changes, plans, discussion documents and policies of other tertiary institutions, agencies, and government bodies, relevant to the provision of Asset Management services.
- Takes a proactive role in initiating and promoting policies and procedures concerned with maintaining and improving Asset Management.
- Contribute to governance groups as relevant through activity reporting and specialist technical advice for mitigating risk and maximising investment.
- Ensure team activities align with and support the University to achieve its strategic objectives.

Health and safety

- Attend and take charge of medical incidents, possibly including use of AED or First Aid equipment
- Participate in the maintenance of a safe and healthy work environment for self and others including students, contractors and visitors. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Ensure a zero-harm health & safety work practices and all near miss incidents are reported as per policy
- Adhere to site safety and security rules, especially when working outside of core business hours.
- Undertake line manager health and safety responsibilities as set out in the University's Health and Safety Policy.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Asset Manager will be performing satisfactorily when:

- A 10-year University SAMP that is independently assessed as being to an industry acceptable standard is approved by the COO and reviewed regularly.
- Annual Asset Management programmes are developed, delivered and reviewed.
- Best practice asset management principles are applied.
- Supporting data and Maximo software is always current and effectively operated within PS.
- All reporting requirements meet the needs of individual stakeholder groups.
- All stakeholders are informed on progress and strategies implemented for key decision makers.
- Functional requirements, performance standards and quality standards are met within project completion dates and approved budgets.
- Opportunities for process optimisation and innovation in asset management are identified and implemented.
- Asset-related risks are proactively identified, assessed, and mitigated in alignment with enterprise risk frameworks.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A tertiary qualification in a relevant discipline and/or a significant level of relevant professional work experience.

Preferred

- Recognised qualification in Asset Management

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Proven experience in a facilities or construction related environment (3+ years minimum experience).
- Significant experience in asset management, maintenance planning and with asset management framework and tools.
- Proven leadership and staff management experience.
- Demonstrated ability to build rapport, develop and maintain positive and productive collegial relationships.
- Strong financial and budget management expertise, with proficiency in spreadsheets and financial reporting.
- Excellent oral and written communication skills, with the ability to synthesise complex information (legal requirements or business analysis) into a clear and concise risk position which is appropriate to the University environment and write clear and user-friendly documentation and reports.
- Ability to investigate and solve problems, analyse and interpret data, synthesise diverse and complex information, clearly present results and make recommendations.
- Excellent planning, organisational and time management skills with the ability to set priorities and manage a complex workload with multiple deadlines.
- Sound analytical, facilitation and resource management skills.
- Proven understanding of risk management in a large complex organisation.

Preferred

- Previous experience developing and implementing relevant systems, frameworks and associated policies and procedures.
- Knowledge of ISO 55000 standards
- Knowledge and understanding of the relevant key issues in the tertiary education sector.
- Experience in the tertiary education sector

PERSONAL QUALITIES

- A proactive approach to planning and delivery of work streams.
- Sound judgement, the ability to assess options quickly and make decisions for the optimum benefit of the University.
- Attention to detail with strong organisational and project management skills.
- Ability to communicate effectively with the public, university staff, students and stakeholders.
- Ability to work under pressure and meet deadlines.
- Ability to constantly re-prioritize goals and workload.
- Leadership capability and ability to achieve outcomes through influence and earn credibility and respect.
- Ability to think logically; an ethical approach.
- Flexibility, adaptability, positive attitude to change, ability to develop creative solutions.
- Commitment to customer service and quality.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.