

POSITION DESCRIPTION

ASSOCIATE DIRECTOR CAMPUS DEVELOPMENT TAURANGA

Reports to:	Director Property Development and Infrastructure
Division:	Property Services
Tenure:	Permanent
Location:	Tauranga Campus
Date:	October 2025

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

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

- Tū 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 Property Services team forms part of the Corporate Services Group, which effectively manages the University's corporate estates portfolio, and creates an environment that strongly supports the operational and strategic goals of the University.

The team comprises the following major functions:

- 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, infrastructure and grounds.
- Support Services including fleet, transport, mail, portering and cleaning.
- 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.

The Property Services Division is comprised of two groups:

Campus Development and Infrastructure

- Facilities Operations
- Campus Development
- Space & Commercial
- Tauranga Property Management

Campus Operations and Risk Management

- Security Services
- Support Services (Mail, Cleaning, Logistics, Tea Service, Waste Management)
- Grounds
- Fleet
- Travel
- Business Support
- Enterprise Risk Management

2. POSITION PURPOSE

The Associate Director Campus Development is a key leadership position reporting directly to the Director Property Development and Infrastructure. This role provides strategic oversight and programme leadership of Campus Development activities in Tauranga and holds overall accountability in establishing, developing and delivering all major property capital and maintenance projects.

The campus development team is responsible for the coordination of new building projects, large building refurbishments and major infrastructure upgrades and small capital works programmes undertaken on behalf of the Facilities Operations Team.

3. FUNCTIONAL RELATIONSHIPS

Internal: Director Property Development and Infrastructure
Deans/Directors/PVC (Divisions and Schools)
Property Services team
ITS Services

External: Key stakeholders
Supply Chain
Central and Local Government Agencies
Local Territorial Authorities, community groups and commercial organisations
Other stakeholders

4. KEY RESPONSIBILITIES

Strategic Leadership

- Provide effective leadership and management of the Tauranga Long-Term Capital Plan relating to property projects.
- Build and maintain a positive performance and solutions focused culture, providing project team members with clarity around their areas of responsibility, ensuring team members are effectively supported to deliver on their areas of responsibility and celebrating the team's successes.
- Lead project teams to deliver an end-to-end building and refurbishment program of work service that effectively aligns to and supports the achievement of the University's Strategy.
- Plan and implement a rolling ten-year capital works programme and campus review process that meets the University's strategic needs.
- Ensure a customer centric approach is taken across all projects delivered through Campus Development (including contracted services).
- Act as a role model to the wider property team, providing coaching and mentoring advice as required.
- As a member of the Property Services leadership team contribute and support the Director of Property and Infrastructure in developing the long-term vision and ongoing management of the portfolio.
- Contribute to decision making in relation to Property Services policies and procedures, finance and budget, infrastructure, issues and risks, continuous improvement initiatives and systems and processes.

Strategic Programme and Project Management

- Provide high quality advice and recommendations on the delivery of projects, which align to the University's strategic goals
- Take a lead role in supporting all direct reports in the planning, implementation, and management of the capital works programme, identifying priorities and work programmes/ resourcing and engaging senior leadership as required.
- Manage and actively report on any project risks across the portfolio of projects, recommending mitigants and managing these risks through all phases of the project lifecycle.
- Ensure project design takes account of lifecycle costing issues (including energy efficiency, sustainability, and material selection) and reflects policies and programmes being implemented by the Director of Property and Infrastructure.
- Take overall responsibility for the development of Property Business Cases supporting your direct reports in their development, processing, and approval process.
- Undertake strategic projects and any other duties as assigned by the Director of Property and Infrastructure.

Systems, Processes and Tools

- Ensure streamlined processes are documented, are used by all team members in the delivery of services and are aligned with other Property Services functions (e.g. Asset Management).
- Work with team members to ensure the required systems, processes and tools are in place to simplify and optimise the end-to-end Project Management delivery.
- Responsible for (in conjunction with the Project Managers) the design standards thereby ensuring that the University's built environment (including buildings, interiors, furniture, and signage) meets consistent design standards.
- In conjunction with the Facilities Operations team, develop, manage, and maintain an effective and simple Project Handover Framework that ensures all required asset related data is captured and done so in a format that aligns with the Framework.

Relationship Management

- Maintain a client service relationship with all Divisions to ensure facilities and space needs are planned for and met in a timely and responsive manner.

Financial Management

- Responsible for the preparation, monitoring, forecasting, and reporting on relevant annual budgets.

Health & Safety, Risk, Compliance and Emergency Management

- Be accountable for ensuring effective Health and Safety processes are embedded into the end-to-end Project delivery.
- Ensure the University's compliance requirements are met from a Project Management perspective.
- Take responsibility for compliance with Health and Safety, risk and emergency management and quality assurance obligations, and particularly compliant with the University's policies on hazard identification, reporting and remediating, near-miss and actual incident reporting, and the enhancement of wellbeing.
- Monitor and ensure compliance with visitor policies and procedures to prevent related incidents and issues.

Team Leadership and Contribution

- Provide leadership to the Tauranga Property Services team.
- Work effectively as a member of the Property Development and Infrastructure Team to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The Associate Director Campus Development will be performing satisfactorily when:

- Campus Development Tauranga is engaged and delivering on its annual plan whilst maintaining excellent relationships with its customers and stakeholders.
- The Director of Property and Infrastructure is well supported by members of the Property Services leadership team to achieve its goals and vision.
- The University's property programme of work is completed to high standards, on time and within budget by a team of highly skilled project managers who are well supported.
- Campus Development Tauranga work is supported by user friendly, efficient, and reliable systems, processes and tools.
- Stakeholders and customers are actively engaged in the project lifecycle, their needs are assessed, and their feedback is considered in the delivery of projects.
- Campus Development's programme of work is completed within budget, reporting and forecasting are produced accurately to support decision making.
- Compliance is achieved in health and safety and risks, and emergencies are managed effectively.

- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- 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.

Desirable

- Experience in a tertiary or similar environment

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- A minimum of 15 years experience at a senior level in project management
- Experience in infrastructure construction projects through the whole project lifecycle
- Demonstrated successful experience in managing projects and contracts in a facilities or construction related environment.
- Demonstrated ability to build rapport, develop and maintain positive and productive collegial relationships and support others in achieving outcomes and making change.
- Demonstrated experience in financial management and budget maintenance.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Excellent oral and written communication skills.
- 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.
- High level negotiating skills, and the ability to influence others.
- Demonstrated experience in leading and managing staff, contractors and supply chain.
- Sound analytical, facilitation and resource management skills.
- Proven understanding of risk management in a large complex organisation.
- Demonstrate financial forecasting and planning knowledge including month end reporting, preparing and reviewing business and feasibility studies, ability to promote financial awareness and sound knowledge of building and infrastructure projects and project management.

Preferred

- Knowledge and understanding of the relevant key issues in the tertiary education sector.
- Experience in the tertiary education sector would be an advantage.

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.
- Ability to work both autonomously and as part of a team and lead by example.
- Attention to detail with strong organisational and project management skills.
- Ability to communicate effectively with the public, university staff, students and stakeholders.
- Ability to conceptualize a total project portfolio and follow through to its completion.
- 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.
- Resilience, tenacity and commitment.
- 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.