

POSITION DESCRIPTION

ASSOCIATE DIRECTOR CAMPUS DEVELOPMENT

Reports to:	Director Property Development and Infrastructure
Division:	Property Services
Tenure:	Permanent
Location:	Hillcrest Campus, Hamilton
Date:	March 2026

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 and manages the University's corporate estates portfolio to create an environment that strongly supports the operational and strategic goals of the University.

The Property Services Division is comprised of two portfolios:

Campus Development and Infrastructure

- Campus Development which provides strategic leadership in the ongoing development and management of the University's Campus Development Plan. This includes oversight and management of significant infrastructure projects, ensuring that all developments align with the institution's long-term vision and operational requirements.

- Space Planning and Management which is responsible for the strategic planning, allocation, and management of campus spaces to ensure optimal utilisation

Campus operations and Risk Management

- Facilities, Infrastructure, and Grounds Maintenance including not only the ongoing upkeep of all buildings and outdoor spaces but also the strategic stewardship of the University's physical assets to support the University's operations and long-term sustainability.
- Services which include fleet operations, mail handling, portering, and cleaning. These services are essential to the daily functioning of the University, contributing to organisational efficiency and a high standard of campus upkeep.
- Campus Security and Emergency Management which ensures the safety and wellbeing of all members of the University community through robust security measures and preparing for potential emergencies.
- Responsibility for University enterprise risk management activities and travel portfolio.

2. POSITION PURPOSE

The Associate Director, Campus Development, is a senior leadership role responsible for strategic oversight of the University's multi-year Hillcrest Campus Development Plan and Renewals & Upgrades programmes and capital developments. Reporting to the Director Property Development & Infrastructure, this position leads the Property Services Project Management Office (PMO), responsible for project delivery, project and programme reporting, as well as taking a coordinated approach to stakeholder engagement and change management.

The role ensures capital works and campus development projects align with the University's strategic priorities, delivering value through sustainable infrastructure outcomes, robust governance, risk management, and reporting to senior leaders.

3. FUNCTIONAL RELATIONSHIPS

Internal: Design and construction contractors and consultants
 Director Campus Operations and Risk Management
 Property Services Leadership Team
 Chief Operating Officer
 Finance, ITS, Sustainability and Academic Units
 University Leadership Group

External: Design and construction contractors and consultants
 Regulatory authorities and government agencies
 Iwi and community groups
 Industry partners and peer institutions

4. KEY RESPONSIBILITIES

Campus Development Plan - Hillcrest:

- Lead the strategic planning and execution of the Hillcrest Campus Development Plan and renewals programme.
- Ensure alignment with the University's Strategic Plan and Campus Master Plan.
- Foster a high-performance team culture with focus on collaboration, delivery, and innovation.
- Drive sustainability and accessibility in infrastructure design and campus use.

Programme & Project Management:

- Oversee the delivery of capital and renewal projects
- Ensure robust project governance, reporting, and lifecycle costing practices.
- Manage risk, ensure compliance with procurement and regulatory obligations
- Lead the preparation and review of business cases and feasibility studies.

PMO Leadership & Capability Uplift:

- Lead an uplift in the maturity and operational excellence of the PMO, including alignment and transparency of reporting, change management, and cost management
- Provide direction and oversight of PMO systems, reporting, and delivery standards.
- Maintain consistent project methodology, tools and processes.

Stakeholder Engagement & Reporting:

- Build partnerships with internal and external stakeholders, especially in areas of the Campus Development Plan that extend across various academic divisions, research, student services, and professional support functions
- Champion a customer-centric approach to project delivery
- Drive a material uplift in comms relating to the Campus Development Plan (including intranet content and project-specific comms to stakeholders)

Health & Safety:

- Champion a culture of continuous improvement in health and safety practices across the team, supporting Property Services leadership and the central Health & Safety team to deliver improvements across the Property PMO.
- Ensure that critical health and safety that pertain to campus development are proactively managed, discussed, and learnings applied across the team.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Undertake line manager health and safety responsibilities as set out in the University's Health and Safety Policy.

Monitoring & Reporting:

- Take responsibility for the delivery to the Director Development and Infrastructure of regular reporting to allow timely and insightful updates of the Campus Development Plan to the University Executive team, Capital & Finance Committee and Council.
- Provide regular reporting on project status, risks, and financial performance.

Team & Financial Management:

- Provide senior leadership to the Property PMO, fostering a culture of high performance and delivery, standardisation of reporting and cost control, and improved change management processes
- Monitor and manage budgets, forecasts and financial performance of projects, including close liaison with central finance to ensure the consistency and accuracy of programme cost monitoring, forecasting and reporting.

Team Contribution

- Work effectively as a member of the <insert relevant team, department or division name> 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

Continuous Improvement

- Actively contribute to the ongoing development and improvement of systems and processes.

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

5. PERFORMANCE STANDARDS

The Associate Director De3velopment and Infrastructure will be performing satisfactorily when:

- The Campus Development Plan and associated capital works programmes are effectively planned, prioritised, and delivered in alignment with the University's Strategic Plan and Campus Master Plan.
- Capital projects and programmes are delivered to a high standard, on time and within budget, supported by robust business cases, effective risk management, and appropriate lifecycle and sustainability considerations.
- The Project Management Office operates effectively, with consistent methodologies, clear reporting, and continuous improvement in systems, processes, and delivery capability.
- Financial management of the capital programme is sound, with accurate budgeting, forecasting, and reporting that supports informed decision-making.
- Stakeholders are actively engaged across the project lifecycle, with strong relationships established and maintained, and a customer-focused approach evident in all project delivery.
- Health and safety, risk, and compliance obligations are met, with safe work practices embedded and continuous improvement demonstrated across all projects.
- A high-performing, collaborative team culture is fostered, with staff effectively supported, developed, and aligned to deliver programme outcomes.
- Reporting to the Director Property Development & Infrastructure, University leadership, and Governance Committees is timely, accurate, and provides clear insight into programme performance, risks, and opportunities.
- Interactions in the course of performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects is provided.
- 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

- Tertiary qualification in Engineering, Architecture, Construction or related discipline.

Desirable

- Relevant professional certification (e.g., PMP, PRINCE2, MSP)

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- 10+ years in senior property, capital development, or infrastructure roles.
- Proven leadership of large-scale complex infrastructure programmes.
- Experience in asset management and strategic maintenance planning.
- Demonstrated success in project governance, reporting, and risk management Excellent interpersonal and communication skills
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.
- Current full driver's license.

PERSONAL QUALITIES

- Excellent stakeholder engagement and relationship management skills.
- Excellent planning, budgeting, and financial forecasting ability.
- High-level communication and negotiation skills.
- Excellent written communication skills, able to tailor content to the needs of different audiences.
- Strong understanding of design standards, contract management and compliance.
- Collaborative team player that develops positive working relationships with colleagues and stakeholders/users.
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.