

Position Description – Senior Facilities Planner

Updated 8 March 2024

POSITION DETAILS	
College/Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor (Title)	Associate Director Strategic Planning and Sustainability
Classification	Higher Education Officer Level 9
Employment Type	Continuing, Full-time

POSITION SUMMARY
<p>The Senior Facilities Planner will play a key role in undertaking strategic planning for the university facilities and developing university wide change initiatives relating to the research and teaching facilities and infrastructure. The Senior Facilities Planner will also be responsible for assisting the Associate Director in the development of strategic plans and services relating to university teaching and research facilities. This role will be responsible for undertaking infrastructure reviews, assessments, audits and planning in line with the strategic agendas, campus master plans and local site development plans.</p> <p>The Senior Facilities Planner will work across Colleges and Professional Portfolios and liaise closely with all service sectors of the Property Facilities and Development Division and other key stakeholders as required.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The Senior Facilities Planner will be accountable for:

1. Providing transparent, responsive, and consistent customer-focused services for matters relating to strategic and operational planning needs.
2. Undertaking research, background investigation, evaluation, and reporting to provide strategic advice to College and Professional Portfolio managers.
3. Working closely with Colleges and Professional Portfolios to understand their business needs, translate these into solutions and broker aligned outcomes that align with relevant teaching, research and campus wide strategies.
4. Collaborate with key stakeholders on the development of research and teaching strategies in relation to facilities and infrastructure and aligning these strategies with campus development plans.
5. Providing initial planning and scoping support for projects requiring implementation, including working with the lead Project Manager to develop a project and design brief, defining the scope of works, leading the development of concept plans, and coordinating with consultants, key internal and external stakeholders.
6. Ensuring all projects align with University strategies, development plans and guidelines that govern the development of space and infrastructure, including Campus Master Plans and Space Management Guidelines.
7. Actively consulting with academic leaders and staff, project managers, engineers, architects, and other technical services to ensure that design intentions and functional requirements are achieved.
8. Lead the development, implementation, and review of strategies and plans that relate to teaching and research facilities and services, and sustainability initiatives.
9. Development of site planning documents, and other relevant materials to effectively manage and communicate facilities and infrastructure development strategies.
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Professional qualification in related field or equivalent skills and experience and/or qualifications in STEM related fields, facilities management and/or strategic planning.
- Demonstrated experience in working across all levels of an organisation and with diverse stakeholders to interpret their requirements into a project brief by undertaking initial planning and scoping activities and helping prepare business cases, setting realistic timelines and milestones for delivery.
- Extensive knowledge and demonstrated experience in strategic facilities planning for a large organisation with complex infrastructure.
- Demonstrated extensive experience in infrastructure planning, stakeholder management, business case development and project planning documentation within education, research, or related sectors.
- Demonstrated ability to evaluate proposals and design concepts to ensure that they are in line with appropriate standards and guidelines, including the Building Code of Australia, Work Health and Safety principles and related statutory standards.

- Demonstrated excellent oral and written communication skills including being an effective listener and negotiator, being able to ask clear questions about issues and requirements, and experience in writing quality reports and recommendations for complex and sensitive issues.
- Demonstrated experience in working as part of a high performing team and exercising initiative and independent judgement to resolve problems.
- Demonstrated passion for excellence and the ability to practice and promote the values and goals of the organisation.
- Knowledge and understanding of the Australian higher education sector.

FLINDERS