HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Executive Director: Properties and Services		
Job title (HR Practitioner to provide)	Executive Director		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Properties & Services		
Division / section	Properties & Services		
Date of compilation	June 2020		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)

UNIVERSITY OF CAPE TOWN
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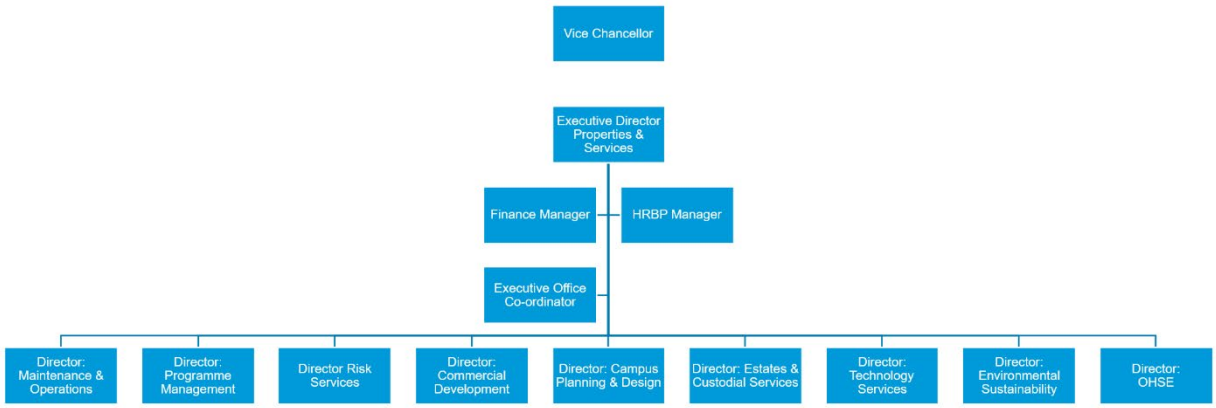

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PURPOSE

Reporting to the Chief Operating Officer, the Executive Director Properties and Services is responsible for developing the overall strategy for all property related services and functions of UCT that makes a positive contribution to campus life and enables the fulfilment of the university's current and future property requirements.

The Executive Director is responsible for developing relationships with key stakeholders within the university community and the relevant public and private sectors that enables a closer working relationship for all stakeholders.

The Executive Director provides leadership and strategic direction to all Directors within Properties and Services to deliver support to the university in the following key areas:

- Programme Management
  - Project Management
  - Project Execution
  - Project Commercial Management (Project Budgets and Reporting)
  - Procurement Process Initiation and functional Input
- Capital Planning
  - Integrated Development Framework Planning
  - Capital Project Planning
  - Feasibility and Approval
  - Preliminary Design
  - Detailed Project Design
  - Space Management (Strategic Portfolio Planning and Space Planning)
- Estates and Custodial
  - Cleaning services
  - Grounds and Gardens.
  - Irma Stern
  - Postal Services
  - Educare
- Risk services
  - Campus Security.
  - Investigations.
  - Traffic and Parking.
  - Transport Services.
  - Safety, Health and Environment
- Maintenance and Operations
  - Planned Maintenance
  - Reactive Maintenance
  - Help Desk Management
  - Maintenance Projects
  - Electrical Redundancy Strategy and Management
- Technology Services
  - Current and future P&S ICT systems (Applications)
  - UCT's Access Control Systems
  - Allocation of UCT's centrally bookable venues for academic teaching and adhoc booking requests
  - Integrated Security and Surveillance Management
  - Full Real Estate IT Landscape Management (Archibus, CiiMMS, Platronix etc.)

- Business Management Services
    - Stakeholder Engagement and Client Relationship Management
    - Communications
    - Marketing
    - Service Management
- Together with Central Finance
    - Budget and risk management controls
    - Governance policies and procedures
    - Ensure that property acquisition and disposal is managed effectively
    - Title deeds and property asset register are maintained
    - Lease Management and administration

The incumbent is responsible for ensuring that there are business continuity plans for teaching and access to relevant information and resources in the event of disruptions to the normal operations of the university.

Potential risks within the mandate of Properties and Services are identified and mitigation plans are put in place that protects students, staff and assets of the university.

The incumbent will be expected to represent Properties and Services on internal committees as well as UCT on public executive committees and forums where Properties and Services expertise may be required

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategy Alignment and Execution	35%	(i) Together with the COO develop long term property Investment Strategies that is aligned to the university's property needs and overall vision 2030 (ii) Work in conjunction with the office of the Chief Operating Officer, across the university's Heads of Faculty and P&S directors to ensure alignment of vision and strategic priorities. (iii) In conjunction with the COO and other internal stakeholders, advise the University, the Department of Higher Education and Training and private funders to UCT or any UCT faculty on funding requirements for property development and maintenance (iv) Working in collaboration with other Executive Directors, develop commercial opportunities using UCT's assets to grow new revenue streams (v) Enable plans to enhance communication and work integration within the university community through the use of technology	(i) An investment strategy across the UCT property portfolio that incorporates the: a. Acquisition of property b. Disposal of property that no longer fits in with the strategy c. Development or Redevelopment of any building that fulfils client property requirements d. Property Management which includes the leasing of space, collection of rental, marketing of available or vacant space and e. Facilities Management including the planned and reactive maintenance of the building and equipment, as well as the cleaning and security of buildings, open spaces (ii) Growing 3rd stream income streams (iii) Integrated systems that enhance the quality and availability of information to all internal stakeholders

2	Management and Operations as support for the Divisional Directors	40%	(i) In conjunction with the Directors of the Properties and Services division: a. Develop and implement UCT's business continuity plan that includes but not limited to teaching, research and access to information b. Develop and implement Sustainability strategies as they pertain to Properties and Services in the energy, water, waste and carbon emissions areas c. Develop Occupational Health and Safety strategies that encompasses all of UCT activities, students, staff and assets d. Provide oversight and input into the review of policies, procedures and guidelines for all Standard Operating Procedures for the security risk management activities to ensure the safeguarding of UCT students, staff, visitors and assets e. Review the operational frameworks, risk mitigation strategies for all areas of Campus Protection Services f. Ensure the risk services log is reported on and actioned timeously g. Provide input and guidance into the planned maintenance programmes to ensure business continuity and cost efficiencies	(i) Strategic direction and support provided to all divisional Directors across Properties and Services portfolio (ii) An approved business continuity plan that enables the continued operations of the university in the event of disruptions of whatever nature (iii) Report on progress and performance in: a. Capital Planning and Projects – All approved capital projects milestones and pipeline of projects being researched and feasibilities being conducted for potential development b. Estates & Custodials – on the effective maintenance of grounds, buildings and sustainability initiatives c. Maintenance & Operations – Backlog maintenance and planned maintenance budgets and programmes d. Risk Services – Efficiency of logistical services, Occupational Health and Safety assessments and Risk Mitigation and Implementation plans e. Technology Services – Implementation of Integrated Workplace Management systems and (iv) Operational excellence in terms of quality, efficiency and effectiveness
3	Institutional reputation and nation and internation partnerships	5%	(i) Establish partnerships with relevant public and private and industry leaders to enhance the working relationship between external stakeholders and UCT (ii) Work collaboratively with industry and global education institutions in the research, selection and implementation of technologies, policies and procedures that improves campus life for students and staff.	(iii) Position UCT as a strong property partner in the property industry (iv) Successful collaboration and contribution between educational institutions
4	Human Capital and Transformation	10%	(v) Conduct bi annual performance reviews with all direct reports (vi) Develop personal development plans collaboratively with sector heads (i) Contribute to the transformation initiatives and strategies of UCT through employment and procurement processes	(i) Agreed and signed performance contracts with all direct reports (ii) Qualitative and Quantitative feedback via Performance reviews (iii) Department is resourced appropriately (iv) Report on performance against Transformation targets and objectives over an agreed period

5	Finance & Governance	10%	(i) Monitor Governance, Audit, Risk and Compliance standards and policies for the P&S department that embodies the policies of UCT (ii) Review and approve multiyear, annual and periodic financial and budget plans and reports. (iii) Assist direct reports with the development of business cases for funding of capital projects and advise where needed.	(i) Financial and operational reporting is timeous and accurate (ii) Compliance with external and internal governance policies and procedures

MINIMUM REQUIREMENTS

Minimum qualifications	• An appropriate post graduate degree in Engineering, Property Studies or Commerce or related discipline. • NQF level 9 • A Master's Degree in Property or the Built Environment or Commerce would be advantageous • Professional registration with relevant statutory body (where applicable)
Minimum experience (type and years)	10 years' experience in senior or executive leadership role in a large real estate organisation • Experience in and an understanding of safety, security and facilities management. • Experience in developing and maintaining a diverse portfolio of properties. • A good grasp of property asset management • Experience in managing in a complex and dynamic employee relations environment. • Knowledge of the higher education environment in South Africa will be advantageous.
Skills	• High degree of attention to detail • Ability to establish professional relationships at multiple levels • Strong leadership and communication skills • Excellent strategic thinking and formulation
Knowledge	• Excellent Property investment and management knowledge across the value chain
Professional registration or license requirements	
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Building Partnerships	3/4	Facilitating Change	3
Individual Leadership	3/4	Information Management	3
People management (including performance management and development)	3	Creativity and Innovation	3/4
Resource Management	3/4	Results focus	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Properties and Services division within the Office of the Chief Operating Officer
Amount and kind of supervision received	-
Amount and kind of supervision exercised	-
Decisions which can be made	-
Decisions which must be referred	-

CONTACTS AND RELATIONSHIPS

Internal to UCT	Office of the VC, Registrar, Faculties and all UCT departments that interface to Properties and Services
External to UCT	