



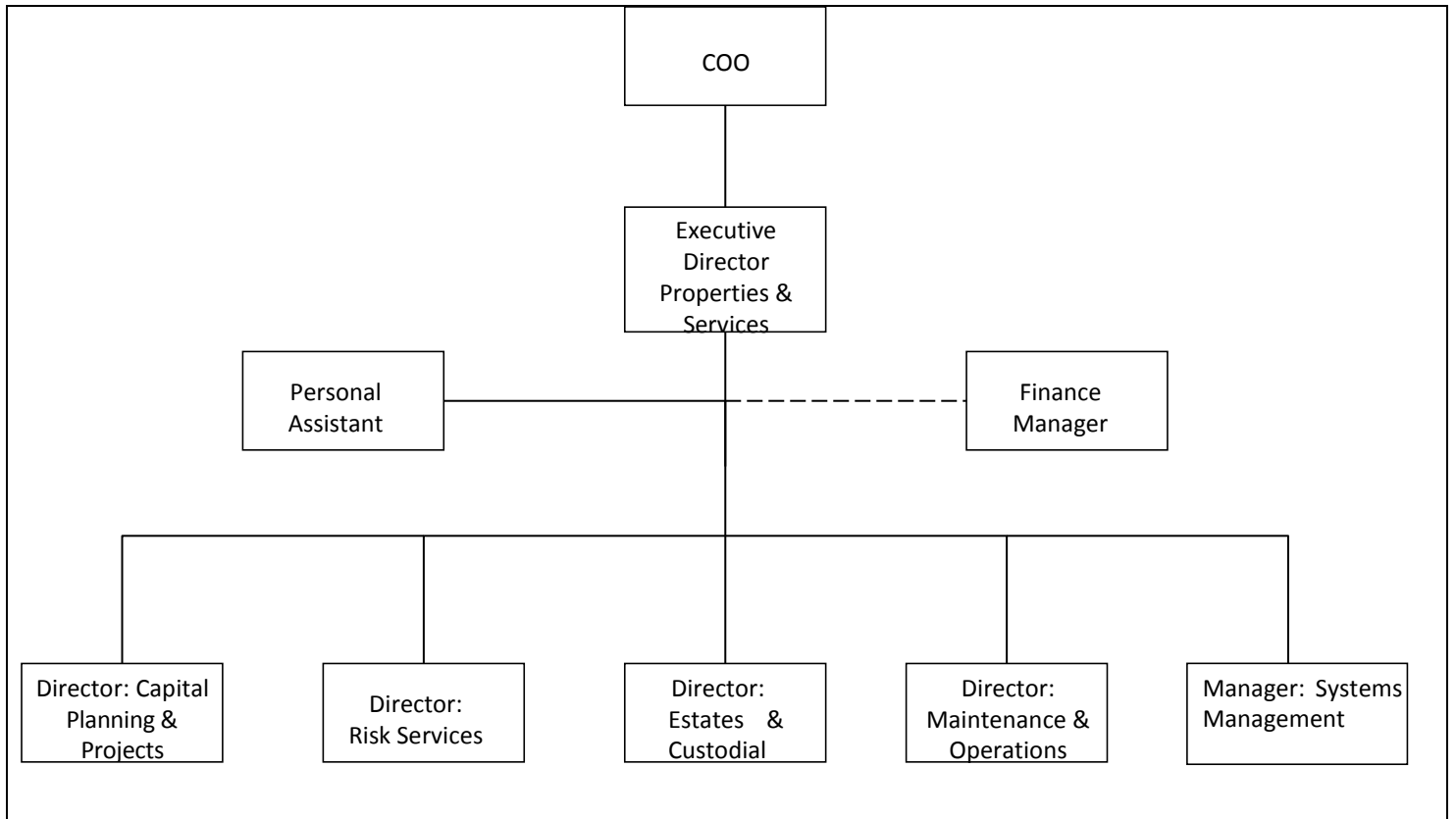
NOTES

- 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 job descriptions.
- A copy of this form is kept by the line manager and the job holder.

**POSITION DETAILS**

Position title	Executive Director: Properties and Services
Job title (HR Practitioner to provide)	Executive Director: PASS
Job grade (if known)	PC 13 PG 3
Academic faculty / PASS department	Properties and Services
Academic department / PASS unit	
Division / section	
Date of compilation	07 December 2017

**ORGANOGRAM**



## PURPOSE

The Executive Director: Properties and Services will report to the relevant Executive Officer tasked with overseeing the University's Properties and Services portfolio and will serve on various university structures, including the Senior Leadership Group and a number of executive committees.

## JOB CONTENT

### KEY PERFORMANCE AREAS

#### 1. Capital Planning and Projects

- Capital Project Planning
- Feasibility and Approval
- Preliminary Design
- Detailed Project Design
- Project Management
- Project Execution
- Space Management

#### 2. Maintenance and Operations

- Preventative Maintenance (Scheduled)
- Reactive Maintenance
- Help Desk Management
- Maintenance Projects

#### 3. Estates and Custodial Services

- Cleaning services (excluding residences).
- Grounds and Gardens
- Irma Stern Museum
- Postal Services
- Educare
- Management of property acquisition and disposal
- Maintenance of title deeds and property asset register

#### 4. Risk Services

- Campus Security
- Investigations
- Traffic and Parking compliance
- Transport Services – operations and maintenance
- Safety, Health and Environment

#### 5. Systems Management

- Provide business systems leadership for current and future P&S ICT systems
- UCT's Access Control
- Allocation of UCT's centrally bookable venues for academic teaching and adhoc booking requests

## CORE COMPETENCIES

The Executive Director: Properties and Services must have extensive senior level leadership and management experience and demonstrate:

- Vision – takes a long-term view, builds a shared view with others, and acts as a catalyst for change within the P&S department. Influences others to translate vision into action.
- Future-orientated outlook - Strategic thinking and planning skills consistent with UCT’s strategic goals.
- Resilience – deals effectively with pressure, remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- Flexibility – rapidly adapts to new information, changing conditions, or unexpected obstacles.
- Customer service - A strong focus on customer service to all stakeholder groups.
- Interrelationships - An ability to interact effectively at all levels of the organization and in a variety of environments.
- Creative thinking – Searches for new and novel solutions to problems.
- Personal drive - A high level of personal motivation, initiative, and energy.
- Risk management - The ability to identify and effectively manage risks related to the portfolio.
- Transformation - A commitment to transformation.
- Communication - Excellent writing and reporting skills.
- Leadership - The ability to manage, motivate, mentor, inspire and lead a large staffing component.
- Financial management - The ability to motivate for, and oversee budgets, and to provide effective financial management.
- Organisational structure - The ability to revise and implement a reporting structure on all key performance areas.
- Governance - Track record of good governance.
- Technical credibility – Understands and appropriately applies principles, procedures, requirements, regulations and policies related to specialized expertise within the portfolio.
- Decisiveness – Makes well informed, effective and timely decisions, even when data limited or solutions produce unpleasant consequences, and perceives the impact and implications of decisions.
- Asset management – A good understanding of physical asset management.

**MINIMUM REQUIREMENTS**

Minimum qualifications	<ul style="list-style-type: none"> <li>• A four year University qualification in an appropriate built environment field: engineering, property management, construction, or a related discipline</li> <li>• Professional registration with a relevant statutory body (where applicable)</li> <li>• A managerial qualification would be advantageous</li> </ul>
Minimum experience	<ul style="list-style-type: none"> <li>• Extensive senior management experience</li> <li>• Experience in and an understanding of safety, security and facilities management</li> <li>• Experience in developing and maintaining a physical campus</li> <li>• A good grasp of asset management</li> <li>• Experience in managing in a complex and dynamic employee relations environment.</li> <li>• Knowledge of the higher education environment in South Africa would be advantageous</li> </ul>

