

POSITION DESCRIPTION & PERSON SPECIFICATION

Position: OUSA Building & Maintenance Manager

Reports to: Chief Executive Officer

Direct reports: N/A

Indirect reports:

Volunteers and Interns: N/A

Location: OUSA, University of Otago, Dunedin

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) runs campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values input from all staff.

OUSA owns a diverse range of buildings on and around campus including our Main Office, Clubs & Societies Centre, Student Support Centre, 378 Great King Street (University Book Shop Building), and the Aquatic Centre.

Position Purpose:

- Manage maintenance of buildings owned by OUSA.
- Ensure all buildings have maintenance plans in place and execute them
- Strictly follow and ensure all OUSA facilities meet current health & safety legislation.
- Coordinate and manage projects relevant to all OUSA-owned buildings and sites
- Develop and present facility improvement strategies to the CEO

Areas of Responsibility

Area	Expected Outputs
<p>Building Management</p>	<ul style="list-style-type: none"> • Ensure all OUSA buildings are operated in accordance with relevant legislation, paying particular attention to the Building Act 2004 and Health and Safety at Work Act 2015 • Ensure all buildings and have appropriate maintenance plans and execute them. • Build maintenance budgets for all buildings base don plans and any upgrades • Maintain OUSA facilities within budget constraints and adhering to maintenance plans. • Manage building maintenance contractors • Present detailed recommendations to the CEO on areas where budgetary restrictions are preventing optimum usage or care of the facilities. • Provide detailed capital expenditure proposals required to develop OUSA facilities in support of meeting legislation and or student needs. • Coordinate the production of detailed asset management plans, encouraging proactive asset management. • Build and maintain strong working relationships with external agencies whose services are imperative in maintaining OUSA buildings and facilities. • Ensure all OUSA's building security systems are secure and provide after-hours on-call support where security has been breached or has malfunctioned.
<p>Financial Management</p>	<ul style="list-style-type: none"> • Prepare the annual facilities and building budget according to guidelines and timelines advised by the CEO • Ensure a departmental capital replacement plan is prepared and kept up-to-date • Ensure expenditure within the facilities adheres to OUSA policy and control systems
<p>Project Management</p>	<ul style="list-style-type: none"> • Manage and coordinate projects relating to any OUSA facility projects. • Build and maintain strong working relationships with internal and external stakeholders
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Ensure all relevant facility and building hazard registers are kept up-to-date and accessible by all staff. • Ensure all staff are aware of the hazard register and proactively add to the register where necessary. • Ensure health and safety plans are put in place for upcoming projects outside of all normal office activities, and that staff are aware of them and their importance. • Ensure incident and accident forms are filled out for all incidents and accidents related to ongoing construction projects. • Ensure the CEO is immediately notified of all incidents and accidents. • Ensure all buildings meet fire & emergency legislation

Personal Attributes

Interpersonal Skills	<ul style="list-style-type: none"> • Actively builds and maintains professional and productive relationships with large and varied groups of stakeholders • Excellent written and oral communication skills • Elicits transparency and authenticity
Planning and organising	<ul style="list-style-type: none"> • Aptitude to manage the day-to-day demands of facility management whilst holding on to the “big picture” • Incredible organisation skills • Capable of managing various projects at one time • Prioritises time effectively • Decisions are made decisively • Actions are held accountable
Confidence	<ul style="list-style-type: none"> • Instils confidence in managers by having a clear understanding of their own abilities and a sharp vision for the organisation. • Proven ability to perform in a complex environment with minimal supervision and guidance.
Problem Solving	<ul style="list-style-type: none"> • Proven ability to work in jobs of high complexity and pressure • Takes a proactive solution-based approach to foreseen problems • Can execute resilience and stoicism in the face of oversight • Draws on available resources to assist decision making • Identify limitations in ability and seek help where required

Qualifications and Experience

- Tertiary qualification in a related discipline to the management of facilities, projects or properties is desirable.
- Five years of experience in relevant fields of building, site, project management or the construction industry.
- Prior experience or exposure to leading projects and managing contractors.
- Working knowledge of the Building Act 2004, the Health and Safety at Work Act 2015 and Health and Safety in Employment Regulations 2011.