

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

THE UNIVERSITY OF NEW ENGLAND

Position Statement

DEPARTMENT:	Facilities Management Services
POSITION TITLE:	Asset and Geographic Information System (GIS) Systems Manager
CLASSIFICATION LEVEL:	HEO Level 9
DATE OF CLASSIFICATION:	16 April 2008
REPORTS TO:	Director, Facilities Management Services

DIMENSIONS OF POSITION:

This is a senior management and leadership role within the Facilities Management Services (FMS) Directorate, which consists of four divisions: Asset & GIS Management Group, Infrastructure Services, Campus Services and Construction Services. The Directorate is responsible for buildings, services and grounds and employs approximately 35 staff in total.

The incumbent will lead a specialist team responsible for the University's asset and space management, GIS and computer aided design (CAD) systems. This position provides leadership and specialist expertise across the breadth of the Directorate, ensuring that the strategic and operational objectives of the Division correlate to the University's Strategic Plan, and that, its budget responsibilities and the professional needs of staff are met.

POSITION OBJECTIVES

The key objective of this position is to provide leadership, planning and management expertise to the Directorate in the areas of asset management, GIS, CAD systems, information technology and space management.

The incumbent will be responsible for conceptualizing, planning, developing and communicating the asset management, GIS and CAD infrastructure and framework required to support and assist the Directorate in achieving its strategic and operational objectives. The incumbent will lead the Asset & GIS Management Group in the ongoing development and maintenance of the Directorate's Asset Management, GIS and CAD systems in close consultation with senior management, key stakeholders, the Information Technology Directorate, consultants, vendors, professional organisations and government agencies.

The incumbent will ensure the Directorate's systems are aligned with the University's technical, IT and policy environment while working within a framework of industry recognised standards, and will lead the Asset and GIS Management Group to develop and maintain the Directorate's Asset Management, GIS and CAD systems to this end. The incumbent will be able to communicate technical issues at all levels ranging from high level expert systems advice to executive management through to the introduction of new technologies to trades staff.

DUTIES:

The following duties are to be performed under open direction:

1. Conceptualise and plan the Asset, GIS and CAD systems required by the Directorate to meet the University's strategic and operational objectives and manage their implementation, development and maintenance.
2. Manage and oversee University projects related to Asset/GIS/CAD systems, and be responsible for achieving project deliverables and budgets. Identify, manage and report on project risk. Ensure project deliverables are aligned with the University's strategic objectives.
3. Undertake strategic planning, budgeting and operational planning relating to Asset/GIS/CAD systems and projects and provide expert technical and strategic advice accordingly to the Director, FMS and the University's senior management.
4. Provide leadership to and management of the Asset & GIS Management Group, ensuring staff have the resources and skills required to meet operational objectives, and professional development pathways to ensure industry competitiveness.
5. Ensure the effective communication and deployment of Asset, GIS and CAD data to key stakeholders, including trades staff, managers, consultants, contractors and external organisations. Consult widely to establish and satisfy user needs, and respond to these by incorporating appropriate systems changes.
6. Be responsible for the development, maintenance and application of policies, standards and quality assurance processes that will maintain and improve the accuracy, integrity and availability of the Directorate's Asset, GIS and CAD data.
7. Ensure standards, procedures and quality assurance processes comply with and/or support the FMS Design Standards, TEFMA benchmarking requirements, University policies and procedures, relevant government legislative and industry requirements.
8. Plan and implement training programs for University staff and key stakeholders that ensure the skills needed to access and use Asset management, GIS and CAD systems are current and relevant.
9. Engage and manage external consultants and oversight work undertaken by consultants.
10. Represent the University in relevant forums.
11. Undertake other duties as required or directed by senior staff.
12. Be responsible for ensuring the University's policies, procedures and commitment to equal opportunity, risk management, records management, occupational health and safety and quality assurance are implemented and adhered to, in areas of own responsibility.

QUALIFICATIONS AND SELECTION CRITERIA

1. Relevant postgraduate qualifications and extensive relevant experience; or extensive management expertise and extensive management experience; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated high level ability to lead and manage a specialist team working in the areas of Asset Management, Geographic Information Systems, Space Management or CAD and provide specialist advice in relation to these systems to senior management.
3. Demonstrated ability to conceptualise, design and plan the IT and technical infrastructure that underpins facilities management information and data management systems, and project manage the implementation and development of these systems.
4. Demonstrated ability to undertake operational and strategic planning and to develop and monitor budgets.
5. Demonstrated high level communication and presentation skills and the ability to use these with a diverse range of people with widely differing backgrounds and capabilities.
6. Demonstrated ability to conceptualise, develop and implement standards and policy in consultation with key stakeholders.
7. Demonstrated understanding of OH&S, EEO, Risk Management, records management and Quality Assurance principles as they relate to this position.