DIRECTOR OF FACILITIES MANAGEMENT

Applications are invited for the post of Director of Facilities Management in The University of the West Indies Open Campus.

JOB SUMMARY

The Director of Facilities Management has overall responsibility for the development and implementation of facilities management plans and strategies that support the short term and long term operational needs of the Campus, its stakeholders, and users of its services.

The incumbent will undertake professional work in developing and managing a comprehensive preventative maintenance plan for the effective and efficient functioning of all electrical, mechanical, and emergency systems, custodial services, and maintenance of all building structures associated with the work of the Campus across the region.

A key outcome of the work of the Director of Facilities and Management is the creation and maintenance of a safe and comfortable physical space conducive to student learning and development, and promotion of staff engagement and morale.

QUALIFICATIONS AND EXPERIENCE

Candidates for the position should possess:

- a Master’s degree in Facilities Management, Engineering (Civil, Electrical or Mechanical), Construction Management, Business Administration or related field;

- at least ten (10) years of work experience in construction and building maintenance projects at a managerial level, particularly in a distributed environment;

- certification in Project Management and working knowledge of Microsoft Projects 2013/16;

- certification/accreditation from a recognized body (LEED, IFMA, BIFM etc) will be a definite asset;

- extensive experience in preparation of RFPs, tender documents, contract management and procurement;
knowledge of building and electrical codes and ability to understand and interpret structural and architectural drawings will be an asset;

experience in writing funding proposals for development of facilities.

**KEY COMPETENCIES/SKILLS/ATTRIBUTES**

The successful applicant should have:

- excellent leadership and management skills;
- strong interpersonal, communication and presentation skills;
- knowledge of facilities planning and construction management processes and procedures;
- knowledge of local and internationally accepted building codes and standards of practice;
- good negotiations skills;
- good decision-making skills;
- good supervisory and coaching skills; and
- the ability to deliver in accordance with strict reporting deadlines.

**MAJOR RESPONSIBILITIES**

The Director of Facilities Management will:

- collaborate with key stakeholders to develop appropriate master planning frameworks to ensure that decisions impacting facilities management are in keeping with the broader vision of The UWI;
- develop and implement a comprehensive maintenance programme/plan to ensure continuous operational efficiency of building infrastructures, plant etc. across the Campus;
- oversee the management of all facilities management related projects/tasks undertaken by the UWI Open Campus, including construction, refurbishment, installation/removal of equipment, security and custodial services;
- oversee the development of specifications, drawings, and estimates related to procurement, outsourcing FM services, maintenance and construction activities across the Open Campus Plant regionally;
participate in the Biennium budget planning process to ensure that the Campus’ operational maintenance needs and projected needs are adequately funded/budgeted and implements control mechanisms for the effective deployment of assigned budgets;

collaborate with the Campus Registrar and relevant divisional Heads on the utilisation of space and assignment of resources for new buildings, and on initiatives to re-organize current premises;

conduct periodic audits and risks assessments, and undertakes the development of appropriate plans, policies and procedures to support continuous improvement of facilities management activities, processes and practices across the Campus;

coordinate the Campus’ emergency preparedness efforts in collaboration with key governmental agencies, NGOs and sister campuses across the region;

establish and manage a customer relationship management system (CRM) to ensure that customer concerns and needs across the OC community are adequately addressed/satisfied;

collaborate with colleagues at sister Campuses as needed; and

Perform any other job related duties as may be assigned.

Applications should be made on forms obtainable from The UWI Open Campus website: http://www.open.uwi.edu/hrmd/employment-opportunities and sent via email as soon as possible, along with an up-to-date curriculum vitae to:

Director of Human Resources
C/o The University of the West Indies
Open Campus

Via Email: human.resources@open.uwi.edu

Applicants are advised to request referees to send references under CONFIDENTIAL cover directly to the Director of Human Resources, without waiting to be contacted by the University.

CLOSING DATE FOR RECEIPT OF APPLICATIONS: SEPTEMBER 20, 2017
PARTICULARS

DIRECTOR OF FACILITIES MANAGEMENT

GENERAL

1. The University of the West Indies, Open Campus serves the following English-speaking Caribbean countries:

<table>
<thead>
<tr>
<th>Country</th>
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<tbody>
<tr>
<td>Anguilla</td>
<td>Grenada</td>
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<tr>
<td>Antigua &amp; Barbuda</td>
<td>Jamaica</td>
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<tr>
<td>Bahamas, The Commonwealth of</td>
<td>Montserrat</td>
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<tr>
<td>Barbados</td>
<td>St. Christopher &amp; Nevis</td>
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<tr>
<td>Belize</td>
<td>St. Lucia</td>
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<tr>
<td>British Virgin Islands</td>
<td>St. Vincent &amp; The Grenadines</td>
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<tr>
<td>The Cayman Islands</td>
<td>The Republic of Trinidad &amp; Tobago</td>
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<tr>
<td>The Commonwealth of Dominica</td>
<td>Turks and Caicos</td>
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2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face teaching. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in most of the above countries. The UWI on campus student population is currently over 30,000 full-time equivalent students.

3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the Open Campus, an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance students and continuing education students is over 20,000 and the Open Campus is aggressively developing new programmes to increase student enrollment. Open Campus currently employs a wide variety of delivery methods and has 52 education centres in 16 different English speaking countries and a staff of almost 400 professionals to support our growing student population.

THE UWI OPEN CAMPUS

4. The UWI Open Campus works with faculty on the three campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality online degree programmes by distance, as well as face-to-face continuing and professional education programmes to meet the academic and professional development needs of the people of the Caribbean.

CATEGORY

5. This position is in the Senior Administrative and Professional Category. The initial appointment would be at the Lecturer Level/Senior Lecture Level depending on experience and qualifications.
WORK LOCATION

6. This position may be located in any country in which the Open Campus has an office.

7. The Director of Facilities Management may be required to travel throughout the Caribbean in fulfilling his/her obligations.

WORK ENVIRONMENT

8. The incumbent must be able to work as a member of a team in a virtual environment.

9. The incumbent will live and work in one country and manage and collaborate with others located throughout the Caribbean.

10. The incumbent must be able to engage others in team meetings, to develop ideas, and supervise the work of others using a variety of ICT and collaborative web tools.

REPORTING

11. The Director of Facilities Management reports directly to the Pro-Vice-Chancellor and Principal for the effective execution of duties and responsibilities.

TENURE

12. Appointment will be for three (3) years in the first instance.