



EXECUTIVE OPPORTUNITY

POSITION TITLE: Associate Vice-Principal, Facilities

DEPARTMENT: Vice Principal (Finance and Administration)

LOCATION: On Queen's campus in Kingston, Ontario

CLOSING DATE: This executive opportunity will remain posted until filled, however we will begin reviewing submissions on July 15, 2024.

APPLICATION INSTRUCTIONS:

Please submit your cover letter and resume through our recruitment management system by clicking the following link ([Queen's RMS](#)), clicking the "I am Interested" button, and following the on-screen instructions.

JOB SUMMARY:

Reporting to the Vice-Principal (Finance and Administration) (VPFA), the Associate Vice-Principal Facilities (AVP Facilities) is a key member of the VPFA leadership team, providing leadership and operational oversight of pan-university infrastructure assets and facilities operations in support of the academic mission and strategic priorities.

The AVP Facilities is a visionary, transformative, results-oriented leader who takes a strategic and long-range planning approach to leading and managing the university's real estate portfolio to enable the successful delivery of consistent and efficient services aligned with university priorities. The AVP Facilities portfolio includes Campus Planning and Real Estate, Commuter Services (Parking), Custodial Support Services, Campus Grounds, Design and Construction, Operations and Maintenance, Energy and Waste Management, and the Central Heating Plant.

Committed to Indigenization, equity, diversity, inclusion, accessibility and anti-racism (I-EDIAA), the AVP Facilities is responsible for developing and maintaining strong communication and collaborative relationships to effectively negotiate planning and infrastructure needs with various key partners including the City of Kingston, the Queen's Senior Leadership Team and various portfolio leads across the university. The AVP Facilities regularly presents to the Finance, Assets and Infrastructure Committee of the Board of Trustees. The AVP Facilities is committed to service excellence and continuous improvement, welcomes challenges, and thrives on making a difference.

KEY RESPONSIBILITIES:

- In collaboration with key partners, contribute to a shared vision and lead the development of campus-wide plans to optimize resources and deliver strong value to the university in alignment with University priorities and strategic goals.
- In support of the Queen's research enterprise, teaching and learning enterprise, and Queen's administrative units, lead the planning, design, tendering, construction, operations and maintenance

of buildings, lands and university infrastructure including buildings, grounds, underground infrastructure, energy, and space design.

- Develop and administer the university's deferred maintenance management program.
- Provide strategic leadership in sustainable energy usage and deliver on the university priority of a sustainable campus.
- Lead or assist governance initiatives to manage competing priorities and manage risk. Provide leadership over all relevant compliance and risk management matters including climate risk to physical infrastructure, and ensure the University has proactive risk management plans and an appropriate policy framework.
- Coordinate and negotiate with the City of Kingston, the Kingston Health Sciences Centre, and government agencies as required on planning and infrastructure needs.
- Develop and foster a culture of service excellence and continuous improvement.
- Oversee the finances of the Facilities portfolio, which includes, but not limited to: operations, utilities, major capital projects, asset life cycle renewal, joint venture operations and parking; and promote a culture of financial accountability and strong financial management.
- Provide strategic direction and support a diverse team of professionals, technical personnel, administrators, consultants and contractors.

REQUIRED QUALIFICATIONS:

- An experienced executive who can lead organizational development and change.
- Demonstrated success in providing organization-wide leadership in a complex, multi-constituent and decentralized organization.
- Significant previous experience in a senior management role leading facilities management, strategic planning, and large complex teams.
- Demonstrated knowledge and experience in managing a large property portfolio (acquisition, development, project management, construction management and building operations).
- A proven track record in recruiting, developing, motivating and supporting diverse and inclusive teams and talent necessary to deliver excellent service, managing their gaps and capitalizing on their strengths.
- Demonstrated experience in leading transformative and innovative changes.
- Demonstrated human resources experience, in a large, unionized workforce in a highly complex and diversified environment.
- Experience in strategic planning, policy development, financial management, risk management and relationship management.
- Experience leading or providing oversight of large capital projects from concept through governance approvals, municipal approvals and construction completion, along with required financial monitoring.
- Ability to work effectively in a collegial decision-making environment, yet unafraid of appropriately challenging established practices.
- Experience as an effective influencer and champion of the importance of infrastructure (our place) in contributing to the success of the organization and its core activities.
- University degree in architecture, engineering or business management with at least 10 years of senior leadership experience.
- Previous work experience in a university or related environment is considered an asset.
- Consideration may be given to an equivalent combination of education and experience.

PIRORITY SKILLS and ATTRIBUTES:

- Strategic skills – combines lateral thinking and considers a broad range of internal and external factors in the development of campus-wide plans and initiatives aligned with University Strategy.
- Leadership skills – able to influence, inspire and motivate staff and others to work effectively around common objectives; patient but firm; able to achieve results; pushes for difficult decisions; acts with integrity at all times. Demonstrates strength of character and composure during stressful and challenging situations.
- Forward thinker – stays ahead of infrastructure needs, assesses opportunities and offers guidance to key partners to meet goals.
- Communication skills – has superior written and oral skills; is effective in translating complex issues and conveying technical ideas in non-technical terms. A highly effective listener. Has proven presentation skills to champion new ideas, and business cases.
- Operational skills – has a focus on strong execution; ensures that the team receives the necessary direction and support to meet their responsibilities and address client requirements. Knowledge of building systems and support infrastructure, inclusive of a complex district heating system supporting the university campus and local hospital.
- People development – develops strong leaders and highly-functioning team members; skilled at finding and attracting talent to fill key roles and building a team spirit.
- Indigenization, equity, diversity, inclusion, accessibility and anti-racism (I-EDIAA) – able to develop, manage and value the merits of a diverse team. Ensures infrastructure is inclusive and accessible for all.
- Client focus – someone who inspires confidence, who instills this client focus in team members, who can add value and problem-solve with clients, and can mediate within conflicting demand situations.
- Innovative – a creative thinker, able to develop innovative yet practical solutions.
- Negotiation skills – adept at navigating complex discussions to reach mutually beneficial agreements.
- Business acumen – identifies key opportunities while minimizing risks to the University; can prepare and present comprehensive business cases.
- Project management – sets clear goals and metrics, using continuous improvement, quality assurance, and performance management best practices.
- High energy and dynamic, and an enthusiastic problem-solver.

DECISION MAKING:

- Determine process changes and staff training required to improve service levels and instill a culture of continuous improvement.
- Determine budget, schedule and appropriate strategies to ensure successful project management and implementation of major projects and/or process changes with relevant consultations.
- Determine and prepare and present content for Board of Trustees and Senior Leadership Team reports, policy documents, business cases, justifications for funding allocations, publications and presentations for internal and external audiences.
- Determine which decisions require further consultations with or approval of the VPFA or the Senior Leadership Team. Determine priorities for operational and deferred maintenance of University infrastructure assets.
- Make crisis management decisions in the event of significant unplanned infrastructure, energy and service degradation.