

# POSITION DESCRIPTION



## Executive Director, Infrastructure and Commercial Performance



### POSITION DETAILS

Position Title	Executive Director, Infrastructure and Commercial Performance
Classification	Senior
Position Number	7009601
School/Office	Office of Property and Commercial
Division	Division of Operations

### POSITION PURPOSE

The Executive Director, Infrastructure and Commercial Performance plays a pivotal role in unlocking the full potential of the University's property and commercial portfolios. The role is responsible for developing and executing a comprehensive strategy, optimising performance, maximising commercial returns and ensuring sustainable growth through strong governance, risk management and reporting frameworks

### KEY ACCOUNTABILITIES

#### Strategic Development and Quality Assurance

- Providing high-level strategic advice and support to the Chief Property and Commercial Officer conducting research, analysing and synthesising information relevant to business requirements.
- Establish and drive the strategic development for an appropriate program governance framework.
- Lead strategic input into property development projects, with the provision of advice in regards to financials and strategic objectives.
- Identification and feasibility evaluation of development opportunities.
- Establish frameworks to ensure compliance with relevant codes, standards and statutory requirements.
- Oversight and accountability for consolidation of program reporting for review by Executive and governance committees to inform decision making.
- Oversee and administer all development project documentation to ensure compliance in line with developer obligations
- Preparing statutory project reporting ensuring compliance with federal/state legislation and third-party agreements.
- Assessment of commercial and development proposals and activities and provision of high level advice as required on matters relevant to commercial development, the physical

- infrastructure and environmental impact of such proposals
- Oversight of the University's built environment data, ensuring appropriate systems are in place to monitor and manage commercial, capital plans, improvements and leases of the University land and buildings, oversee lease arrangements and tenant relationships and rental returns.
  - Strategic development of commercial opportunities that may leverage existing or new estate assets to generate additional services or facilities and sustainable income streams to the University.
  - Provide guidance and support for activities relating to planning, capital investment and commercial development.
  - Maintain ongoing relationships with key industry bodies including external government agencies.
  - Provide consultant and contract management and coordination.
  - Coordinate in consultation with the Chief Property and Commercial Officer; develop the strategic plan for the business unit, identifying gaps and areas of risk for the business.
  - Ensure delivery of best practice professional communication including leading the establishment of effective communication systems and frameworks with key stakeholders,

### **Budget and Financial Management**

- Oversight of the evaluation of development feasibilities including the preparation of reports which provide financial and risk assessment and relevant operational considerations.
- Lead and implement the Division's rolling Budget and periodic forecast in accordance with the University's financial framework. This includes the development and implementation of approved internal budget allocations to meet the Division's strategic objectives.
- Manage, review and evaluate the annual Capital and Development Programs and provide advice to senior management regarding the program's activities and Program outcomes to ensure that budget allocations are appropriate.

### **Strategic Leadership**

- Inspire and energise staff to work collaboratively within and beyond the Division to ensure agreed processes are adhered to within defined service levels.
- Proactively promote the sharing of knowledge and drive continual service improvement.
- Lead their team with a focus on effective development and deployment of skills to maximise customer satisfaction and operational outputs.

### **Management**

- Proactively support team members to help shape their personal and professional development using appropriate coaching and mentoring techniques, training, participation in development opportunities aligned to their role and development plan in accordance with University policy.
- Monitor and manage the performance of the team and proactively seek out opportunities for continuous quality improvement – including service and/or process redesign where needed
- Manage for excellent performance, using effective mechanisms for performance measurement and resolving issues via appropriate processes in accordance with University policy.
- Manage relevant administrative processes including team/project budgets, procurement processes and recruitment.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

1. A relevant post-graduate qualification and an equivalent combination of extensive

- professional experience, education/training and achievement in a relevant field.
2. Demonstrated ability and experience with program management and governance including ability to manage a program governance function and coordination and consolidation of regular periodic reporting.
  3. Demonstrated ability to provide strategic leadership and to coach a team in a multi-discipline environment, providing clear direction, defining roles and establishing priorities.
  4. Demonstrated ability to deliver quality outcomes in a results-oriented environment within timeframes.
  5. Demonstrated experience in overseeing and managing large-scale, multi-staged, complex projects/programs including appointment of consultants, contracts administration, consultation with stakeholders, project budget and delivery.
  6. Demonstrated high level analytical, financial and problem solving skills including an established record of exercising initiative, interpreting policy and procedures, providing advice and making recommendations.
  7. Excellent interpersonal and oral communication skills, with the proven ability to liaise effectively and professionally with staff at all levels. Ability to convey ideas, concepts, viewpoints and arguments successfully and selecting the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.

## KEY RELATIONSHIPS

**This position reports to:** Chief Property and Commercial Officer

**This position supervises:**

- Commercial Manager,
- Senior Manager Commercial Services,
- Commercial Development Project Officer

**Key internal relationships:**

- Executive leadership team
- Professional and academic staff
- Centralised services and divisional offices

**Key external relationships:**

- Partner organisations
- Sector stakeholders
- Government and community representatives

## CHALLENGES

- Navigating complex stakeholder needs while maintaining confidentiality and professionalism.
- Managing multiple concurrent projects and priorities with limited resources.
- Ensuring compliance with evolving policy and governance frameworks.
- Supporting strategic initiatives in a fast-paced and change-oriented environment.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by:**  
**Date:**