



EXECUTIVE DIRECTOR, FACILITIES SERVICES - Competition Number 20-94

About Kwantlen Polytechnic University

Kwantlen Polytechnic University is an innovative, transformative and ambitious post-secondary institution that serves the needs of Metro Vancouver, British Columbia, and beyond.

With campuses in Richmond, Surrey-Newton, Surrey City Centre, Surrey-Cloverdale and Langley, KPU has opened the doors to success for more than 250,000 graduates over its nearly 40-year history.

KPU is a teaching university, delivering degree programs, credentials in technology and trades, career and preparatory studies, and professional education.

As Canada's only polytechnic university, KPU emphasizes applied degree education and is committed to broad-based undergraduate learning that prepares students for successful and rewarding careers while also providing them with the ethical framework and critical understanding necessary for good citizenship.

Anticipating a future that will continue to change the way we work and live, KPU has a unique polytechnic strategy focused on making the world a better place through access to lifelong, meaningful education.

The Position

KPU is seeking a **permanent, full-time Executive Director, Facilities Services**. This position is responsible for the strategic leadership in all aspects of Facilities Services in alignment with the University's strategic vision. This includes capital planning, space utilization and design, income generation through food services, parking and bookstores (Ancillary Services), and facilities operational and construction services. This role is responsible for planning, conceptualization, design or construction of minor (under \$3 million) facilities projects within a multi-location environment and manages an operating and capital budget of approximately \$11 million.

This role reports to the Vice President, Finance & Administration. Reporting directly to this position are Directors of Maintenance & Operations, Planning & Construction, and Ancillary Services, a Divisional Business Manager, and a Confidential Assistant.

Want to know more about what you'd be doing?

Please visit our website to see the job description for the role of **Executive Director, Facilities Services**

Who are we looking for?

An experienced leader with a strong background in Facilities Management, who has a proven track record of leading cross-functional teams in planning, project management, budgeting and process improvement, as well as the ability to develop and implement facilities strategies and plans that direct the evolution of a large, complex organization. This leader will also have the following qualifications:

- Demonstrated ability in effective team management and implementing change resulting in improvement to service, staff productivity and systems efficiency.
- Experience developing and managing multi-year, operational and capital budgets at the organization level.
- Strong communication skills demonstrated in complex work environments with a proven ability to hold dialogues with a variety of stakeholders, a proven ability to listen to needs and concerns and to build confidence through follow-up actions.
- Comprehensive knowledge of technical building and infrastructure systems.

- An understanding of and an appreciation for complex, unionized public sector organizations is preferred; experience in and knowledge of post-secondary educational institutions is an asset.
- Demonstrated effective organizational, problem-solving, planning and analytical skills.
- Demonstrated use of sound judgment and reliable decision making.
- Strong organizational skills and a high degree of self-motivation and business acumen.
- Ability to interact effectively with a variety of individuals, including the ability to present information clearly and concisely, and to be persuasive.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.

What education & experience should you have?

- Bachelor's Degree in Business Administration, Engineering or a similar field.
- Facilities Management Administrator (FMA), and/or Certified Educational Facilities Professional (CEFP) designation(s) preferred.
- A Project Management Professional (PMP) designation considered an asset.
- Knowledge and understanding of the LEED rating system, principles and practices are desirable.
- Minimum 7 years' of experience in a progressively responsible facilities leadership position in a medium to large, multi-site operational site, with experience in managing large capital projects and revenue generating lines of business.
- Or an equivalent combination of education and experience.

The Location:

This position is based out of our Surrey campus and frequent travel between campuses will be required.

Ready to Apply?

To indicate your interest in available positions, please click the following email link which will pre-fill information necessary to process your application: employ@kpu.ca

Please include a current resume or CV as well as photocopies of post-secondary transcripts.

This role will remain open until filled, however a review of applications will begin on October 5, 2020.

Important:

To help us process your application as quickly as possible, ensure your email subject line is written using the following format: Last Name-First Name, Competition Number XXXX. For example, "Doe-John, Competition Number XXXX"

Please submit a separate email and resumé for each competition to which you are applying. Ensure you have clearly marked each email and resumé with your last name, first name, and the appropriate competition number.

The University welcomes and encourages applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. If you require an accommodation through our hiring process, please include your request in the application email.