

Chief Property and Development Officer

Information for Candidates

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University
of Otago

ŌTĀKOU WHAKAIHU WAKA

Our Purpose / Vision

Property and Campus Development carries four key roles:

- Kaitiaki of the built environment on behalf of the University of Otago.
- Managed services provider, responsible for a range of property related services, infrastructure and specialist consultancy to the University community.
- Planning and delivery of large capital works projects from redevelopments through to new builds.
- Strategic planning for the campus and management of design standards for the built environment.

Our Mission

Property and Campus Development will be recognised as the industry leader in the Australasian Region and amongst it's Matariki Partners, and this will be underpinned by it's Strategic Asset Management Plan.

In doing so, Property and Campus Development strive to work with mana whenua in its role in providing kaitiakitanga over the land and buildings where the University operates.



About Property & Campus Development

The Property and Campus Development Division (P&CD) is part of the Operations Group and carries four core roles; Kaitiaki of the built environment; Managed services provider responsible for a range of property, infrastructure and specialist consultancy services; Planning and delivery of large capital works projects; Strategic planning for the campus and management of design standards for the built environment.

Prior to 2023, Property Services and Campus Development existed as two separate divisions within the University Structure. Late 2023, the decision was taken to bring the Divisions together under one Director and the Division continues to make structural changes to better streamline service and delivery.

P&CD core functions involve governing a portfolio with a replacement value of \$4 Billion, capital expenditure of \$137.7m (2024 budget) and operating expenditure of \$131.7M. These costs are funded through an occupancy recovery model governed by P&CD in partnership with Finance Advisory.

P&CD provide a range of activities and specialist disciplines to the University including strategic asset management & planning, space planning & analysis, property management (including lease management, strategic disposals & acquisitions), facilities management (campus & colleges), building compliance, building information management, energy management, small works project management, custodial services, waste management, mail room services, major projects management and strategic planning.

Our Trade Services Unit provides a range of specialist trade activities through a combination of employed and contracted resource. Services include plumbing & gas fitting, carpentry & joinery, mechanical engineering & HVAC services, electrical services & controls, grounds & gardens and transport & logistics.

Key to the successful delivery of quality, functional space within the University is alignment with divisional strategy. P&CD are working with academic divisions on an ongoing basis to support them with the strategic planning as well as meeting their operational needs. This needs to continue but with a focus upon space optimisation, aligning with Pae Tata.



Our Service Catalogue

Service	Property Management	Asset Management	Space Planning	Contracts Governance	Strategy & Planning
Service features	<ul style="list-style-type: none"> •Acquisitions and disposals •Casual leasing •Rates and disbursements •Valuations •Lease management •Parking strategy •Strategic consultancy 	<ul style="list-style-type: none"> •Asset management planning •Levels of service •Asset criticality assessments •Asset service metrics •Asset standards •Maintenance planning •Asset preservation •Lifecycle analysis 	<ul style="list-style-type: none"> •Decant planning & relocations •Space analysis & benchmarking •Restacking •Space optimisation & planning •Benchmarking & reporting 	<ul style="list-style-type: none"> •Contract analysis •Contract risk management •Renewals & procurement support •Contract performance measurement •Contract management training •Contract management planning 	<ul style="list-style-type: none"> •Campus & Divisional Master planning •Design & Facilities Standards •Architectural Consultancy Services •Building Engineering Consultancy Services •Resource Consenting

Service	Facilities Management	Building Information & Compliance	Energy Management	Custodial Services	Project Management
Service features	<ul style="list-style-type: none"> •Business partnering •Repairs & breakdown maintenance •Asset & space renewal / adaptations •Service advisory •Request management 	<ul style="list-style-type: none"> •Building Warrants of Fitness •Building consent management •Compliance inspections •FENZ engagement •Incident & emergency management •Building information management •Passive fire services •Design and draughting services •Territorial authority engagement 	<ul style="list-style-type: none"> •Utilities management •Energy efficiency analytics •Building Management System (BMS) •Building services engineering •Heating & cooling management •Building controls 	<ul style="list-style-type: none"> •Cleaning services •Waste & recycling services •Pest control services •Washroom services •Storage & logistics •Mailroom services 	<ul style="list-style-type: none"> •Professional client-side Project Management Services (capital projects) •Project coordination and administration •Project and Construction Management Services (minor capital works programme) •

Service	Trade Services			
Service features	<ul style="list-style-type: none"> •Electrical & Controls •Mechanical & HVAC-R 	<ul style="list-style-type: none"> •Plumbing & Gas Fitting •Carpentry & Joinery 	<ul style="list-style-type: none"> •Grounds, Gardens & Landscaping •Painting & Decorating 	<ul style="list-style-type: none"> •Transport & Logistics •Project Management Services
	** Services include the delivery of repairs & maintenance, capital projects, service requests, fabrication and consultancy			