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JOB ID: 38242
POSITION NUMBER: 00035803
BUSINESS TITLE: Director, Campus Planning
EMPLOYMENT GROUP: Service Unit Directors
JOB FAMILY: Facilities Management
JOB CODE: 206305 - Director, Campus Planning&Dev
VP/FACULTY: UBCO-AVP Finance & Operations
DEPARTMENT: UBCO-Off.of CampusPlanning
PAY GRADE: 14
SALARY LEVEL: H
SALARY RANGE: \$106,586.00 (minimum) - \$133,231.00 (midpoint) - \$166,536.00 (maximum)

JOB SUMMARY

The University of British Columbia opened its Okanagan campus in 2005 as a bold new UBC presence in the interior of British Columbia, designed to deliver on the promise of a research-intensive institution purpose-built for the 21st century. The Okanagan campus serves the post-secondary education needs of BC's Southern Interior region, while expanding UBC's capacity for knowledge creation serving Canada and the world.

UBC's Okanagan campus has developed a distinctive learning community earning national and international recognition for excellence in research and teaching. The campus is a model for new ways of thinking about interdisciplinary and innovative programs. UBC's Okanagan campus is home to more than 10,000 undergraduate and graduate students, 450 faculty members, 600 staff, and 8 world-class faculties and schools. With an annual operating budget of more than \$185 million and more than \$24 million in annual research funding after less than a decade from start-up, the Okanagan campus is establishing itself as an important and respected centre of learning and research and increasingly as a driver of economic and social development in the Interior of BC.

UBC Okanagan campus benefits from being a key part of the UBC system, a world-class institution with a \$2 billion operating budget, but also benefits from being a relatively new and smaller campus that is just beginning to write its remarkable story. Research and teaching share equal attention and the Campus is already building a reputation as a great student-centred institution.

The Director, Campus Planning is responsible for leading and managing the Okanagan campus' planning functions. Reporting to the Associate Vice-President (AVP), Finance and Operations, Okanagan and Associate Vice President Campus & Community Planning (C&CP) Vancouver, the Director is responsible for a broad set of planning and functions

including long and short-term planning, capital program planning, public realm, municipal infrastructure, operational sustainability, transportation planning and community engagement.

Campus Planning operates locally as a part of the AVP Finance and Operations team which includes Finance, Campus Operations and Risk Management, Business and Ancillary Operations, Information Technology, Media & Classroom Services, and Infrastructure Development.

Works closely with the UBCO Directors of Campus Operations and Risk Management, and Infrastructure Development to provide leadership and strategic planning with respect to short and long range operational and capital planning activities.

The ideal candidate for this role brings a track record of success and leadership in forward looking planning and development in a university or similarly complex environment. The candidate must also possess excellent people and relationship building skills, and the ability communicate effectively within the organization and with external stakeholders. This role presents an outstanding opportunity to contribute to and influence exciting growth at one of the world's top university systems.

ORGANIZATIONAL STATUS

Based in Kelowna, the Director, Campus Planning reports jointly to and works independently under the supervision of the AVP, Finance and Operations Okanagan and the AVP, Campus & Community Planning Vancouver.

The position develops and maintains positive and productive relationships with a broad range of internal and external stakeholders including the Okanagan Leadership Team (OLT), Faculties and Academic Departments, Campus Operations and Risk Management, Infrastructure Development, UBC Properties Trust (UBCPT), Campus and Community Planning, Treasury, Development Office, IT Services, Student Housing and Hospitality Services, Athletics and the City of Kelowna to create great spaces for people to teach and learn, conduct leading edge research and enjoy the life of the campus community.

The position also requires extensive contact with the campus communities, academic user groups, campus neighbours and others through ongoing communication and consultation activities.

WORK PERFORMED

Planning and Policy

- Leads, scopes, develops and implements long range land-use plans, policies and guidelines to meet changing conditions for the University (e.g. Campus Plan, transportation plan, etc.) in alignment with Campus and Community Planning
- Directs the preparation of technical analysis, research, policy recommendations and on long-range land-use, strategic planning and development-related matters.
- Responsible to ensure the planning of UBC lands is carried out in accordance with applicable statutes, by-laws, zoning and appropriate internal policies and standards.
- Advances relevant concepts, principles, plans and strategies contained in the Okanagan Campus Plan and associated guidelines and other policies and oversees a planning database to monitor progress.
- Works with Campus and Community Planning Vancouver and a broad set of stakeholders to set the vision for, articulate and steward the University's urban design, architecture, public realm and landscapes.
- Works with staff from the Office of University Counsel, as required, on applying and interpreting planning regulations and policies and communicating with the City of Kelowna and provincial ministries related to the application of municipal and provincial legislation or bylaws.

- Provides planning support to Director of Infrastructure Development for the development of planning strategies and models for space allocation that include efficient and effective utilization of building space and the efficient and orderly growth and retrofit.

Infrastructure Planning and Sustainability

- Develops and periodically updates the overarching Operational Sustainability Strategy for the campus. The Strategy sets out the vision, targets and action plan to position the university as a leader in campus sustainability. The Strategy is developed through a consultative process and carried out within the context of the UBC Strategic Plan “Shaping UBC’s Next Century”, Okanagan Campus Plan, and Aspire.
- Oversees development and periodic updating of long-range sustainable infrastructure plans (climate, energy, water and waste), and engagement and outreach programs to support long range planning and operational sustainability reporting.
- Oversees the development and implementation of public realm plans and supporting surface work systems such signage, wayfinding, pathway/road networks, outdoor furniture and recreation facilities, etc.
- Supports university departments in developing targets and action plans for sustainability. These plans will set out specific targets such as for the reduction of waste, greenhouse gas emissions, energy consumption, water consumption and non-renewable resource consumption and identify opportunities for associated cost savings.
- Works with Infrastructure Development, Finance, Campus Operations and Risk Management, UBCPT, Campus and Community Planning to ensure university sustainability goals including life-cycle cost and operational issues are properly addressed in capital and infrastructure projects.
- Oversees sustainability initiatives with other operational units, the Okanagan Sustainability Institute and the University Sustainability Initiative to strengthen the culture of sustainability across the Okanagan campus community.
- Oversees that all governmental and utility incentives and programs are taken advantage of to the fullest by keeping in touch with and up to date with, industry personnel, new technologies, newsletters, seminars, training sessions, etc.

Capital projects - approvals and support

- Establishes and maintains effective working relationships with other Finance and Operations units, Provost Office, UBC Properties Trust, Campus and Community Planning, Infrastructure Development and other departments and external government officials in administering and upholding applicable acts, policies and regulations for the development of capital projects.
- Oversee the pre-design planning process for major capital, including site testing, selection and design briefs.
- Structures and oversees the development review process of capital projects to enhance the University's urban design, architectural, landscape and ecology and ensure adherence with plans, policies and sustainability goals within the context of schedule, program and budget constraints.
- Provides support to the Director of Infrastructure Development to formulate and maintain a Capital Priorities plan for the campus, within the context of the Okanagan's Strategic and operational plans.
- Consults on new facilities, programming, public art, commemorative pieces, iconography and related items through collaborative processes

Community engagement and collaboration

- Leads locally with support from Campus and Community Planning Vancouver, plans and leads public consultation in accordance with UBC Engagement Principles and best practices to integrate, where applicable, the needs and values of the community into the plans and ultimately the outcomes.
- Develops strong relations with internal partners, including: Okanagan Leadership Team, Infrastructure Development, Business Operations, Campus Operations and Risk Management, Faculties and Academic Departments, Campus and Community Planning, Student Housing & Hospitality Services and Athletics and other departments to build capacity and create a unique, vibrant and sustainable community.
- Develops strong relations with external partners, including: City of Kelowna; provincial government (e.g. Ministries of Advanced Education, Community, Sport and Cultural Development and Transportation); Glenmore Ellison Improvement District (GEID); campus neighbours; property development industry; and other institutions and organizations associated with University's infrastructure development.
- Contributes with other members of the UBCO senior management team to the overall strategic leadership of Finance and Operations in strategic departmental planning and budgeting.
- Chairs or serves on multiple committees, e.g. Siting Committee, Capital Projects Steering Committees, Development Review Committee, Architect Selection.
- Directs, motivates and manages the activities of professional staff, administrative staff and student interns, including the assignment of duties and responsibilities, setting of priorities and providing ongoing coaching and performance evaluation for developing their skills and abilities. Develops and manages the teams work program.

CONSEQUENCE OF ERROR

This position is critical to the success of UBC's Okanagan campus and the services that it provides. The Director is accountable to the AVP, Finance & Operations and AVP C&CP for the planning of the campus, for the delivery of the plan and for the broad engagement of the University community. The Director must apply independent judgment, tact and discretion due to the broad and extensive implications for the success of Campus Planning in the areas of strategic, operational, and financial and human resource management. High level decision-making is required.

Decisions impact the reputation of Campus Planning across campus and with the community. Government funding for projects relies on proof of responsible and accurate space dedication, compliance with BC Universities' Space Standards and meeting the University's enrollment targets. The consequence of decisions could result in loss of funding, incomplete or delayed major capital projects, cost overruns, funding shortfalls delays and inconveniences for users, wasted materials, and legal consequences.

SUPERVISION RECEIVED

Works under the leadership and direction of the AVP, Finance and Operations and AVP Campus & Community Planning. Work is reviewed in terms of overall results on major projects and coordination of activities with other departments.

SUPERVISION GIVEN

Direct reports: Associate Director, Okanagan Sustainability Operations, Associate Director, Campus Planning, and Support Services Assistant.

Oversees: Campus Planning employees

QUALIFICATIONS

- Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Specialization in the fields of Architecture, Engineering, Community Planning, Urban Planning or Interior Design is an asset.
- Minimum of 10 years experience involving the management of professionals or the equivalent combination of education and experience.
- Strong interpersonal and oral and written communication skills, emphasizing listening, and negotiating; bargaining, compromising, and conciliation; ability to summarize needs, determine priorities and necessities.
- Ability to inspire, lead, coach and manage a diverse team
- Experience working in complex political, administrative and financial frameworks.
- Ability to prioritize and lead and manage under pressure to meet deadlines.
- Experience in preparing and presenting information at the Executive level to assist in decision-making.
- Strong communication skills to effectively represent issues and options to the campus community. Thorough understanding of relevant government departments and ability to maintain relations with them.
- Demonstrated leadership and organizational abilities; mature judgment, ability to make decisions under time constraints, managing risk and uncertainty, multi-tasking, and ability to set priorities.
- Knowledge and skills in financial planning, project development and management, and facilities administration.
- Advanced level computer skills, specifically with MS Windows programs.
- Experience developing and managing large work programs and budgets.
- Extensive experience in conflict resolution, interest-based negotiation and facilitation.
- Effective written and verbal presentation communications skills.
- Understanding of regulatory frameworks, objectives and approaches.
- Working experience with the University Act, the Local Government Act, the Municipalities Enabling and Validating Act (Part 10).
- Extensive knowledge of the objectives, principles, and practices applicable to municipal responsibilities in planning, development and regulation.
- Knowledge of current smart growth, sustainability and urban design best practices.
- Comprehensive knowledge of capital planning and budgeting, infrastructure development processes in an institutional setting, facility planning, project management, and contract administration and construction management.