
Director Building

Primary Objective of Position

The Director of Building provides the policy and program implementation services for buildings and architectural work. The Director of Building also acts as Registrar of Architects and Chairperson of the Architects Registration Board in absence of Government Architect.

Key Outcomes

The Director of Building (together with Government Architect) will be accountable to the Deputy Secretary for the following outcomes:

1. Fiji Building and Architectural standards maintained
 - # Contribute to the development of building and architectural standards
 - # Regulate the registration of Architects under the Architects Act 2011
 - # Prepare and present building projects/programs:
 - # Long term operational plans
 - # Long-term and annual budgets
 - # Represent PWD in forums on buildings and architectural issues
 - # Liaise with Minister/other departments and statutory authorities
2. The management leadership and development of the Building Function
 - # Lead the staff in accordance with PWD's policy
 - # Maximise the assets efficiency/return for the function
 - # Prioritise needs and deploy resources
 - # Prepare and present budgets
 - # Long-term and annual budgets
- # Budget and financial control
 - # Ensure the quality of services
3. Operationally effective in accordance with Performance Management System
 - # Establish and monitor performance criteria and measures
 - # Programs delivered to criteria
 - # Establish and monitor contractual arrangements
 - # Contractual requirements met
 - # Statutory and operational compliance monitored
4. Development of the function
 - # Continual improvement in performance
 - # Improvement in compliance
 - # Statutory
 - # Operational
 - # Development of HR resources
 - # Improved service delivery and customer satisfaction
 - # Uphold and promote the organizational culture and values
5. Professional services provided
 - # Informed and supported Ministry and executive management

- # Provide technical advice relating to the building function
- # Technical representation of the PWD
- 6. Demonstrate PWD image and value standards at all times
 - # Cooperative senior executive team
 - # Efficient and effective teams that are ~~CS~~ and environmentally aware

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence

Competence Description

Business

Business Performance

Establish performance management measures managing adjustments and variations

Risk Management

Develop a risk management plan.

Planning

Develop long term operational or business plans.

Resource Management

Establish and adjust the resource levels to achieve organisational targets and objectives.

Systems and Procedures

Issue directives for procedural changes to operations or practices.

Documentation

Develop submissions and / or business plan documentation from options.

Customer

Customer Commitment

Anticipate and devise solutions to meet the customers' future requirements.

Quality Focus

Develop quality standards for the organisation.

People

Leadership

Achieve the vision by establishing clear objectives and empowering units to achieve.

Facilitation

Define the work/problem in broad terms empowering teams to establish objectives, shares accountability.

Negotiation

Lead a negotiation, focusing on the outcomes and needs of each party and building common ground.

Professional

Technical Strength

Develop the technical solution for a situation using fundamental principles and theory - technical adviser.

Compliance

Participate in and influence the development of laws and regulations that will impact compliance within the organisation.

Interactions

External

Government Officials
Line Ministries
Media
General Public
Auditors
Suppliers
Customers
City and Town Councils
Contractors
Ministry of Finance

Internal

Executive Management
Board and Chairperson
All staff

Person Specifications:

Qualifications

Preferred

Degree Architect or other building profession such as
Engineers, Building Engineers, Quantity Surveyors

Desirable

Masters Degree Management or business

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Registered Architect - Fiji Architects Registration Act

Regulatory Compliance Requirements

Drivers Licence

Work Knowledge and Experience

Building Professional with extensive experience likely to be over 15 years including at senior management role.

Experience in design and construction of buildings and architectural works

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable
Customer Focused
Innovative
Resilience

Interpersonal

Forthright
Perceptive
Team Oriented

Thinking

Conceptual
Decisive
Disciplined / Systematic
Initiative

How to apply:

Closing Date: Friday, 6 November, 2009