VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development**.**

1. POSITION DETAILS

Position	:	Manager Engineering and Design Services
Grade	:	7
Incumbent	:	Contract Renewal
Division	:	Estates & Facilities
Department	:	Maintenance & Building Services
Location	:	Samabula Campus
Reports to	:	**Director Estates & Facilities through Deputy Director Capital Projects**

2. PURPOSE

The Manager Engineering Services & Design is responsible for providing strategic leadership, technical direction, and professional oversight for all engineering and design activities across the University. The role ensures that all infrastructure, buildings, and campus services are designed, developed, and maintained to meet statutory requirements, safety standards, sustainability goals, and the long-term strategic objectives of the institution. The position leads the engineering design function, drives asset performance improvements, and ensures that all projects are delivered with high-quality engineering, robust risk management, and technical excellence.

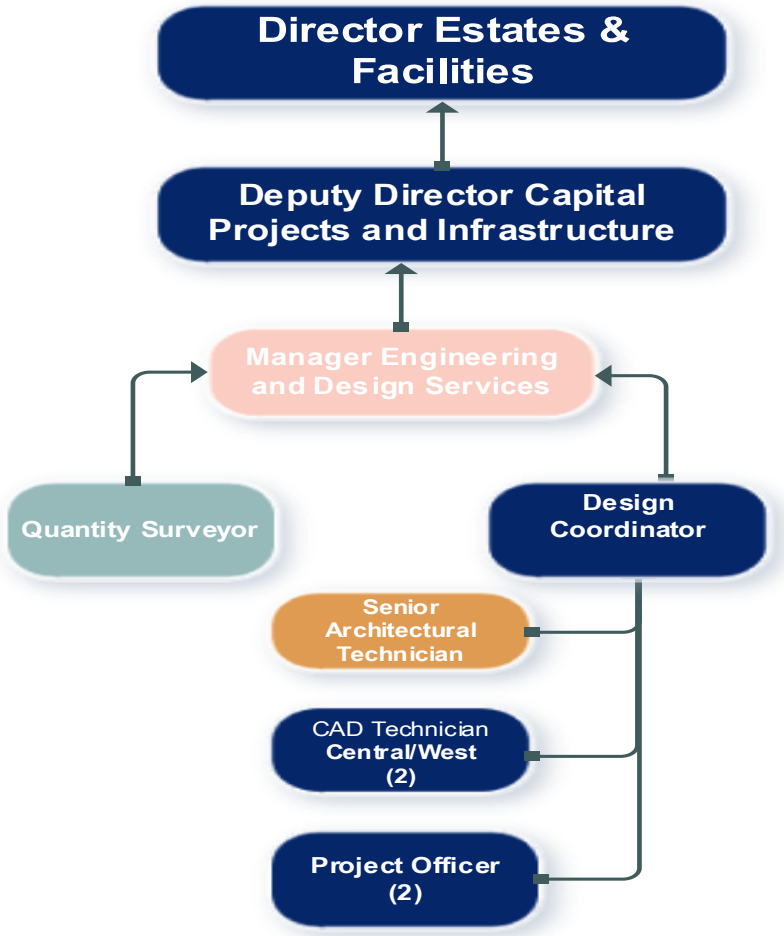
3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Deputy Director Capital Projects**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No of Staff Reporting To Them

Quantity Surveyor Design Coordinator **Total (2)**	N/A Senior Architectural CAD Technician (2) Project Officer (2) Technician CAD Technician, Project Officer (2)



4. KEY ACCOUNTABILITIES

1. Engineering Design Management

- Lead and oversee the preparation, review, and approval of all engineering designs (civil, structural, electrical, mechanical, hydraulic) for new projects, upgrades, and refurbishments across all campuses.
- Ensure all designs adhere to national building codes, university standards, safety requirements, and international best practices.
- Develop and maintain a comprehensive set of **Engineering Design Standards & Specifications** to guide consultants and contractors.

2. Strategic Engineering Planning

- Provide technical leadership in long term infrastructure planning, including the 10 Year Preventive Maintenance Plan, asset renewal strategies, and campus development frameworks.
- Participate in master plan development to ensure utility networks (power, water, wastewater, ICT infrastructure, stormwater systems) are designed and upgraded to meet future campus growth.

3. Project Leadership & Technical Support

- Provide technical oversight during concept design, detailed design, tendering, construction, and commissioning of university projects.
- Lead design risk assessments and value engineering processes to ensure efficient and cost-effective solutions.
- Resolve technical queries from consultants, contractors, and internal stakeholders in a timely and professional manner.

4. Engineering Operations & Infrastructure Reliability

- Oversee the performance and reliability of key engineering systems including:
    - Power distribution networks
    - Generators, UPS, and backup systems
    - HVAC systems
    - Potable water and wastewater systems
    - Mechanical plant equipment
- Implement condition assessments and ensure engineering assets have updated as-built drawings, manuals, and maintenance strategies.

5. Compliance, Health & Safety

- Ensure all engineering activities comply with statutory requirements, building regulations, environmental laws, and university policies.
- Review and approve engineering documentation related to building permits, fire safety, structural adequacy, and service connection applications.
- Oversee contractor safety compliance and engineering-related risk assessments.

6. Design Review & Quality Assurance

- Implement a structured design review process covering concept, preliminary, and detailed design stages.
- Ensure quality assurance mechanisms are embedded into all engineering deliverables including drawings, BOQs, specifications, and cost estimates.
- Coordinate technical reviews from relevant disciplines and ensure conflict-free integration of engineering systems.

7. Procurement & Contract Support

- Prepare technical scopes of work, design briefs, and specifications for engineering consultancy and construction tenders.
- Contribute to tender evaluations by assessing technical capability, compliance with design requirements, and value for money.
- Provide engineering input into contract negotiation, variation assessments, and claims resolution.

8. Sustainability & Energy Efficiency

- Lead sustainability initiatives related to energy management, carbon reduction, water efficiency, and climate-resilient infrastructure.
- Implement engineering initiatives that support the University's sustainability targets (renewable energy integration, efficient HVAC systems, LED retrofits, waste minimisation strategies).
- Ensure climate considerations (cyclone resilience, flood mitigation, coastal risk assessments) are included in all engineering designs.

9. Stakeholder Engagement & Technical Advisory

- Engage with academic, research, and administrative units to understand engineering needs for teaching, research facilities, and campus operations.
- Provide expert engineering advice to senior management, steering committees, and executive boards.
- Coordinate with Government Authorities, Utilities, Councils, and regulatory bodies for permits and compliance requirements.

10. Team Leadership & Capability Development

- Manage the Engineering Services & Design Unit, ensuring high performance, clear accountability, and professional development of staff.
- Foster a culture of continuous improvement, technical excellence, innovation, and proactive problem-solving.

11. Documentation, Data Management & Reporting

- Ensure all engineering designs, as-builts, manuals, test results, and commissioning records are properly documented and archived.
- Maintain engineering asset data within the asset management system for informed decision-making.

- Prepare periodic reports for management covering engineering performance, risks, budgets, and project progress.

12. Financial Planning & Budget Oversight

- Manage the engineering budget for design development, consultancy services, and infrastructure upgrades.
- Monitor project engineering costs, ensuring alignment with financial constraints without compromising safety or quality.
- Contribute to capital investment planning with cost estimates, risk assessments, and lifecycle projections.

5. KEY PERFORMANCE INDICATORS

Engineering Design & Compliance

- 100% compliance with statutory standards, codes, and university engineering specifications.
- All design reviews completed within required timeframes.

Project Delivery Support

- Engineering issues resolved without causing delays to project timelines.
- Accurate cost estimates and value engineering leading to cost savings.

Asset Performance

- Up to date engineering asset data and as-built documentation.
- Improvement in reliability of HVAC, electrical, and mechanical systems.

Sustainability

- Increased energy efficiency and reduction in operational costs through engineering innovations.
- Climate-resilient design integrated into all new projects.

Team Leadership

- Engineering team performance meets annual objectives.
- Staff development plans implemented and monitored.

6. AUTHORITY LEVEL

- Operating Expenditure :…….
- Capital Expenditure :……
- Others :……...

7. QUALIFICATION AND EXPERIENCE

Essential

- Bachelor's degree and a minimum of 10 years related work experience in either the field of Architectural, Construction Management, Civil or Structural Engineering or equivalent; and OR a Trade Diploma in Civil,

Building, Architectural or related engineering discipline with at least 15 years of relevant field experience.

Desirable

- A higher postgraduate qualification would be desirable.
- Extensive experience in managing small to large University Building & Facility maintenance projects.
- The incumbent must be computer literate and have a sound working knowledge of Microsoft Office, Microsoft Visio, and Project Management Software such as Microsoft Projects
- Experience in developing cyclical/Preventative maintenance programs, implementation, monitoring and control for facilities maintenance & Building services.
- Sound working knowledge of Financial Management in preparing Operating and Maintenance project Budgets, and monitoring monthly, quarterly and annual budget performances.
- The incumbent must have worked experience in developing Key Performance Indicators and a management of reward system for staff through annual appraisals.
- Knowledge and understanding of Health and Safety Requirements and safe work practice.
- Excellent skills in communication at all levels and within diverse cultures.
- Ability to motivate staff.
- Ability to develop and assess scope of works for building, facility maintenance and external infrastructure.

8. KNOWLEDGE & SKILLS

- Very good organizational and human resource management skills.
- Demonstrate strong customer service skills.
- Good oral and written English language skills.
- Computing skills – able to use basic office software.
- Good Interpersonal skills – the ability to put staff, clients and the public at ease in conversations
- Ability to motivate team building, coaching & mentoring of staff.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Division of E&F staff	Daily basis
Other Divisional and College staff	Need basis

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as a result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.