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Associate Vice-Principal, Facilities  
Vice Principal (Finance and Administration)  
On Queen's campus in Kingston, Ontario  
This executive opportunity will remain posted until filled, however we will  
begin reviewing submissions on July 15, 2024.

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Please submit your cover letter and resume through our recruitment management system by clicking the following link ([Queen's RMS](#)), clicking the "I am Interested" button, and following the on-screen instructions.

Reporting to the Vice-Principal (Finance and Administration) (VPFA), the Associate Vice-Principal Facilities (AVP Facilities) is a key member of the VPFA leadership team, providing leadership and operational oversight of pan-university infrastructure assets and facilities operations in support of the academic mission and strategic priorities.

The AVP Facilities is a visionary, transformative, results-oriented leader who takes a strategic and long-range planning approach to leading and managing the university's real estate portfolio to enable the successful delivery of consistent and efficient services aligned with university priorities.

In support of the Queen's research enterprise, teaching and learning enterprise, and Queen's



of buildings, lands and university infrastructure including buildings, grounds, underground infrastructure, energy, and space design.

Develop and administer the university's deferred maintenance management program.

Provide strategic leadership in sustainable energy usage and deliver on the university priority of a sustainable campus.

Lead or assist governance initiatives to manage competing priorities and manage risk. Provide leadership over all relevant compliance and risk management matters including climate risk to physical infrastructure, and ensure the University has proactive risk management plans and an appropriate policy framework.

Coordinate and negotiate with the City of Kingston, the Kingston Health Sciences Centre, and government agencies as required on planning and infrastructure needs.

Develop and foster a culture of service excellence and continuous improvement.

Oversee the finances of the Facilities portfolio, which includes, but not limited to: operations, utilities, major capital projects, asset life cycle renewal, joint venture operations and parking; and promote a culture of financial accountability and strong financial management.

Provide strategic direction and support a diverse team of professionals, technical personnel, administrators, consultants and contractors.

An experienced executive who can lead organizational development and change.

Demonstrated success in providing organization-wide leadership in a complex, multi-constituent and decentralized organization.

Significant previous experience in a senior management role leading facilities management, strategic planning, and large complex teams.

Demonstrated knowledge and experience in managing a large property portfolio (acquisition, development, project management, construction management and building operations).

University degree in architecture, engineering or business management with at least 10 years of senior leadership experience.

Previous work experience in a university or related environment is considered an asset.

Consideration may be given to an equivalent combination of education and experience.

Strategic skills – combines lateral thinking and considers a broad range of internal and external factors in the development of campus-wide plans and initiatives aligned with University Strategy.

Leadership skills – able to influence, inspire and motivate staff and others to work effectively around common objectives; patient but firm; able to achieve results; pushes for difficult decisions; acts with integrity at all times. Demonstrates strength of character and composure during stressful and challenging situations.

Forward thinker – stays ahead of infrastructure needs, assesses opportunities and offers guidance to key partners to meet goals.

Communication skills – has superior written and oral skills; is effective in translating complex issues and conveying technical ideas in non-technical terms. A highly effective listener. Has proven

Determine budget, schedule and appropriate strategies to ensure successful project management and implementation of major projects and/or process changes with relevant consultations.

Determine and prepare and present content for Board of Trustees and Senior Leadership Team reports, policy documents, business cases, justifications for funding allocations, publications and presentations for internal and external audiences.

Determine which decisions require further consultations with or approval of the VPFA or the Senior Leadership Team. Determine priorities for operational and deferred maintenance of University infrastructure assets.