



Executive Director, Deputy to the Associate Vice President for Facilities Planning & Management 2021

The University of Texas at Austin (UT Austin) welcomes nominations and applications for the position of Executive Director, Deputy to the Associate Vice President for Facilities Planning & Management (Deputy). The University is seeking an energetic and experienced leader with an established record of effective, inclusive, and collaborative leadership. The Deputy should be adept at complex decision-making, be a forward-thinking, congenial leader with outstanding abilities in communication, team-building, fiscal planning and ability to track progress and adjust to changing needs and strategies. The Deputy should be well versed in and deeply committed to promoting the core values of equity, inclusion, and diversity in all aspects of the Facilities Planning & Management department.

Facilities Planning & Management (FPM) is an organization with over 1,000 staff, employed in the departments of [Capital Projects and Construction](#); [Project Management and Construction Services](#); [Facilities Services](#); [Campus Real Estate Office](#); [Sustainability](#); and the Office of the Associate Vice President. The mission of FPM is “providing excellence in facilities and services” and the organization is committed to promoting respect and civility in the workplace, and to creating an engaged, inclusive and diverse workforce.

The Deputy works closely with the AVP to identify and implement strategic initiatives consistent with the direction provided by the Senior Vice President (SVP) and Chief Financial Officer (CFO). They are a key advisor, both in long range planning and in the allocation of resources for the organization. This requires close consultation and coordination with FPM Directors regarding departmental plans to coordinate and standardize actions across the portfolio. This position develops plans to support FPM’s strategic initiatives and prepares reports to monitor progress toward strategic goals. In addition, this position assists with coordinating work and communication across the portfolio as FPM focuses on increasing engagement, inclusion and diversity within the organization.

This position manages the Office of the FPM AVP, including providing leadership in staff development, resource allocation and coordination of activities within the office and with other departments within FPM. Additional responsibilities include serving on committees and teams at the university level both as a representative of FPM and to assist with implementation of university-wide initiatives and policies.

PRINCIPAL DUTIES:

Leadership, Management and Administration

- Assist the AVP with the overall management of FPM. Assist with leadership, resource management and coordination of activities for the Office of the FPM AVP. Promote open, frequent communication and engagement within the organization and with the campus community.
- Act on behalf of the AVP, representing the interests of the organization when delegated to do so by the AVP.
- Manage the Office of the FPM AVP support staff, providing supervision, engagement and creating a positive and inclusive workplace.
- Work with the AVP, FPM Leadership Team and staff to lead strategic planning and crafting of strategic initiatives consistent with direction provided by the AVP and SVP CFO. Coordinate the development of implementation plans to advance strategic initiatives. Monitor progress, evaluate, adjust and adapt as necessary as conditions change.
- Assist with identification, tracking and reporting of performance metrics to monitor progress toward strategic goals and to measure the effectiveness of FPM programs and services.
- Develop project charters, assist with formation of teams, facilitate or lead teams as required to advance FPM priorities.
- Participate in regular meetings with the AVP and FPM directors to remain informed of current topics, offer insight into current projects/initiatives and assist with decision making. Assist the AVP with internal and external communications and relationships as requested.
- Research and analyze issues, develop options, recommend a course of action, to AVP and leadership team to make decisions related to the coordination of services, process improvements, policies and procedures, space needs, staffing issues, etc., to ensure the ability to carry out the mission.
- Assist with oversight and control of the annual operating budget for FPM. Ensure managers understand and are accountable for management of departmental budgets. Recommend budget modifications on an annual basis, as necessary. Anticipate and forecast needs related to staffing, supplies, equipment, and special initiatives that impact FPM as a whole.
- Oversee the collection and synthesis of data and the development and compilation of plans and reports for the portfolio. Consult with FPM directors to ensure efforts are coordinated and standardized across the organization.

Organizational Development

- Lead recruitment, employee development, performance management and succession planning processes to attract, develop and retain a high-quality diverse workforce. Lead recruitment for high-level positions, including advertising strategies, development of position vacancy listings (PVL), composition of search and screen committees, and coordination of interview processes.
- Lead development and implementation of new hire orientation program for staff across the organization. Assist the AVP and directors with development, justification and implementation of plans to reorganize or realign resources to match needs.
- Assist with development of tools/methods for the assessment of workplace climate. Assist with analysis of results and development of actions designed to create an inclusive environment that engages employees and leverages the strengths and talents of a diverse staff.

- Demonstrate a commitment to organizational success, effectively leading change and initiating improvements in the processes and culture of the organization.
- Promote respect and civility in the workplace. Demonstrate respect through personal behavior, developing positive working relationships with staff, students, customers and colleagues in other agencies.

Communication

- Responsible for drafting memoranda, correspondence, technical reports and annual plans, as well as compiling material and preparing presentations for the AVP, as appropriate.
- Assist with communications to customers, including response to customer needs and soliciting customer feedback to improve services.
- Assist with the development of FPM policies and procedures consistent with university direction. Lead the communication and implementation of policy and procedural changes within FPM.
- Through formal and informal communication, inform FPM employees of strategic initiatives, organizational priorities and current issues. Promote collaboration and engagement of staff within the organization.
- Oversee the development and maintenance of materials designed to promote FPM services and communicate with customers and staff.

Committee Assignments

- Participate on campus committees as appropriate, representing the interests of FPM as well as broad interests of the university. Serve as a liaison between the FPM Leadership team and campus committees.
- Planning and Emergency Operations
- Provide oversight of the maintenance of Continuity of Operations Planning (COOP) for the AVP
- Participate in planning and communication efforts on behalf of FPM to ensure appropriate preparation and response.

Special projects and activities

- Provides leadership to a variety of projects/activities as assigned by the AVP.

REQUIRED EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES

- Bachelor's degree from an accredited college or university.
- Six years of demonstrated progressive experience in the management of programs and allocation of resources in a complex organization.
- Strong demonstrated capabilities in planning, budgeting, and management in a large complex institution or organization.
- Skills in leadership, supervision and management, including the ability to coach, mentor, engage and support staff in creating a positive and inclusive workplace.

- Exceptional oral and written communication skills, active listening, conflict resolution and the ability to deal with difficult and sensitive situations in a positive manner. Ability to adapt to a variety of styles to meet the needs of a diverse audience.
- Ability to establish and maintain effective work relationships while including the ability to negotiate and solve problems with multiple constituencies.
- Ability to make timely decisions using sound judgment, and including others in decision-making processes as appropriate.
- Demonstrated achievement of multicultural goals, including recruitment and retention of diverse staff and the ability to support a culturally diverse workforce in working collaboratively and effectively to achieve organizational goals and the university’s mission.
- Demonstrated achievement in growing and retaining an inclusive and diverse workforce, providing guidance that promotes civility in the workplace, and coaching others to work collaboratively and effectively to support organizational goals and the university’s mission.
- Ability to maintain focus, retain a sense of humor, remain optimistic and persistent even under adverse conditions.
- Ability to respond to daily challenges while staying focused on long-term goals.

PREFERRED EXPERIENCE

- Master’s degree from an accredited college or university.
- More than 6 years of demonstrated progressive experience in the management of programs and allocation of resources in a complex organization.
- Understanding and appreciation for complex facilities planning and management needs

For best consideration, please send all nominations and applications to:



Susan VanGilder, Partner
Kenna Boyd, Senior Associate
Storbeck Search
UTAustinFacilities@storbecksearch.com

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