



Director of Campus Planning Facilities Planning & Management 2021

The University of Texas at Austin (UT Austin) welcomes nominations and applications for the position of Director of Campus Planning. The University is seeking a visionary leader who is adept at complex decision-making and has a record of being a collaborative and strategic leader with outstanding abilities in communication, fiscal planning and project management. The Director 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 Director role is a newly restored position that will oversee a reorganized Office of Campus Planning professionals. The Director will be responsible for leading all aspects of campus planning, design of landscapes, land use, new buildings, as well as additions and modifications to existing buildings and landscapes, in support of the mission of the University of Texas at Austin.

Working under the general supervision of and reporting to the Associate Vice President (AVP) of Facilities Planning & Management (FP&M), the Director will provide vision, direction, technical expertise, and assistance to building programs and is responsible for establishing and evaluating appropriate campus standards for facility planning, design, construction, and related services consistent with the Campus Master Plan. This position supervises and coordinates the long-range planning, project programming, cost estimating, staff, and technical assistance required to develop and implement the annual capital budget. Currently, the University of Texas at Austin has major capital projects in excess of \$2 billion in design and construction.

The Director will work closely with University leadership, colleges, campus business units, and others to lead an integrated approach to planning and development that ensures excellence and contextual consistency within specific functional areas and across the institution. This position promotes proactive coordination and collaboration between departments responsible for planning, real estate management, capital project delivery, renovations, utilities, maintenance, and operations.

PRINCIPAL DUTIES:

Leadership, Management and Administration

- Promote open, frequent communication and engagement within the organization and with the campus community.
- Lead and direct the Office of Campus Planning organization, providing supervision and 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.
- Provide primary University staff leadership for the Campus Master Plan Committee, the University Capital Committee, and other campus committees engaged with capital planning.
- Act as primary planning interface with Office of the Provost for space utilization and related issues.
- 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.
- Research and analyze issues, develop options, and recommend courses 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.
- 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.
- Ensure scope, schedule, and budget are properly balanced for critical projects in support of larger University planning activities.
- Maintain, update, and provide regular reporting updates to the Board of Regents, State, and other governing bodies including the MP1 Report, THECB Report, Capital Project Report, and others as required.

Stewardship of University Design

- Serve as campus steward of architectural, environmental, archeological, and land resources in support of the institution's academic and strategic objectives.
- Represent the University's diverse interests to internal and external constituencies, including deans and directors, faculty, architects, engineers, construction contractors, and regulatory agencies, while seeking the most appropriate solutions to physical environment problems.
- Ensure that all campus development plans recognize, preserve, and maintain the character and viability of heritage buildings and historic cultural landscapes.
- Maintain and improve environmental quality through the development and use of sustainable design practices for both new buildings and existing building renovation projects.
- This position may serve in the University Architect role as a licensed Architect in the State of Texas or have the ability to obtain licensure in Texas within six months of hiring date through reciprocity or NCARB certification. The

University Architect role may be filled by another staff member under the supervision of this position if not filled directly by a licensed Architect.

Campus Planning and Master Plan Implementation

- Oversee all Campus Plans and advance campus development in a manner consistent with the Campus Master Plan and the University's strategic goals and objectives.
- Coordinate UT Austin's six-year physical development plan.
- Evaluate projects for adherence to UT planning principles; design criteria and standards; and, technical design standards.
- Establish and lead UT Austin's architectural review committee structure. Advise leadership on the University's physical development and design standards revisions and updates.
- Act as primary interface with the campus Landmarks Art Program
- Work cross-functionally with other campus directors coordinate planning efforts for development of the University's utility infrastructure, transportation, and landscape.

Project Development

- Direct the advancement of various capital and non-capital building and renovation projects through the approval processes outlined and dictated by the Capital Improvement Program, Board of Regents, the UT System, the Texas Historical Commission, the National Science Foundation, and other related and regulatory entities.
- Assist School/College leaders in translating academic program needs into building programs and participate in the deliberations for setting campus project priorities.
- Represent project proposals to donors, Board of Regents, and various constituent groups.
- Evaluate overall financial feasibility of projects via pro forma development and operational costs, financing, cash flow, and rates of return analysis.
- Coordinate building project feasibility studies, participate in the selection of professional services consultants, and oversee development of project budgets.
- Monitor project progress and establish metrics to ensure that UT Austin standards are met, program requirements are fulfilled, and expenditures are commensurate with program need
- Maintain, update, and provide leadership in development and enhancement of University design and construction standards utilizing project experience and benchmarking as well as collaboration with appropriate project, operations, and maintenance stakeholders.
- Oversee engagement of outside consultants when needed for larger planning effort and participate on selection committees for Professional Service Providers for critical projects.

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.
- Develop and implement project planning, development, and delivery policies that provide a coordinated, effective, and customer-focused campus planning process.

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- Develop project guidelines and facility standards that define design features and level of quality required for all UT Austin construction to meet program requirements, maintain quality, and utilize cost-effective materials and methods.
 - 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 and Professional Organization Involvement

- 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.
- Represent UT Austin and FPM at outside professional organization meetings (SCUP, AIA, AUA, APPA, TCUF, etc.)

REQUIRED EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES

- Bachelor's degree from an accredited college or university.
- Eight 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 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 eight years of demonstrated progressive experience in the management of programs and allocation of resources of similar scope and nature in a complex organization.

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



Susan VanGilder, Managing Director
Kenna Boyd, Managing Associate
Storbeck Search
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The University of Texas at Austin is committed to providing an inclusive educational environment in which all students, faculty, and staff can learn, research, create, work and thrive free from all forms of harassment, discrimination, and misconduct. As an equal opportunity/affirmative action employer, UT Austin complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.