Working Title:  **Associate Vice Chancellor for Facilities Planning & Management**

Official title:  ASSOC VICE CHANCELLOR(A42NN)

**Degree and area of specialization:**
The successful candidate will possess a bachelor's degree (master's degree preferred).

**Minimum number of years and type of relevant work experience:**
A career showing progressively more significant leadership and management accomplishments in large, complex organizations. A demonstrated ability to effectively communicate, establish relationships, lead a range of operations such as facilities, and collaborate effectively with internal and external entities is important. Successful planning and oversight of multiple projects, either capital or organizational, is expected. A background in higher education, demonstrated experience building and sustaining a high performing service-focused organization, and experience with strategic planning are highly desirable. Experience leading the delivery of services provided by FP&M, such as transportation, sustainability or facilities, is beneficial.

**Position Summary:**
Reporting to the Vice Chancellor for Finance and Administration (VCFA), the Associate Vice Chancellor for Facilities Planning & Management provides outstanding leadership and oversight for the Division of Facilities Planning and Management (FP&M) in meeting the physical and environmental needs of UW-Madison. The Associate Vice Chancellor (AVC) leads the establishment of strategic direction and priorities for FP&M based on the campus-wide Strategic Framework. The AVC collaborates effectively with other VCFA colleagues on larger strategic issues and initiatives.

The AVC promotes employee development and engagement; establishes the tone and tenor to ensure an inclusive environment that leverages the strengths and talents of all staff, advances a vision of equity and diversity through policy and practice, and engages in campus-wide initiatives related to equity, diversity, and inclusion.

The Division of Facilities Planning and Management includes the departments of Physical Plant, Facility Planning and Delivery, Environment, Health and Safety, Transportation Services, the Office of the Associate Vice Chancellor and Sustainability. The AVC collaborates closely with internal and external partners and regulatory agencies to successfully advance the mission of UW-Madison and the UW System. The AVC provides advice and counsel to senior campus leadership in connection with UW-Madison's research, education and outreach programs; promotes effective relationships with the University of Wisconsin System Administration, the Wisconsin Department of Administration, and other external agencies. The AVC ensures a safe work environment, in accordance with OSHA, federal, state, and local regulations; represents UW-Madison in matters related to the physical development of the campus with university departments and programs, UW System Administration, local, state and federal government, private sector representatives, neighborhood groups, and the general public; and ensures that customer service is a priority for the division. The AVC leads a staff of approximately 1,200, including seven direct reports, and is responsible for a $300 million budget.

**Principal duties:**
Primary responsibilities of the Associate Vice Chancellor for Facilities Planning & Management include the following:

Leadership. Provides vision and leadership in facilities planning & delivery, environment, health and safety, physical plant, sustainability, transportation services and the associated business and support services.
Safety. Fosters a safe work environment in accordance with OSHA, federal, state, and local regulations.

Policy and planning. Provides leadership, guidance and direction in evaluating and meeting the facility and infrastructure needs of UW-Madison.

Liaison and representation. Represents UW-Madison in matters related to the physical development of the campus with university departments and programs, UW System Administration, local, state and federal government, private sector representatives, neighborhood groups and the general public.

Departmental operations. Directs activities across the division's departments and fosters consistency in approach, promotes employee development and engagement, and leads the organization in creating an inclusive environment that leverages the strengths and talents of all staff.

Strategic Framework. Leads the development and implementation of programs to realize the goals of the campus-wide Strategic Framework.

Customer Service. Ensures that customer service is a priority for the division; implements management programs to improve service and set mutual expectations for performance by Facilities Planning and Management.

Workplace. Provides advice and counsel to senior campus leadership in connection with UW-Madison's commitment to recruiting and retaining a diverse faculty and staff; promotes a climate of civility, respect, multicultural inclusion and social justice; and developing institutional structures to meet the needs of a rapidly changing technological environment.

Communication. Promotes open, frequent communication within the division, across the campus and with the wider community. Demonstrates a commitment to organizational success, effectively leading change and initiating improvements in the division's processes and culture.

Approach. Demonstrates the inclusion, engagement, and energizing of others; thrives in a collegial environment. Sets high standards for honesty and integrity. Ability to work in the fast-paced setting of a major public university

Additional Information:

The successful candidate's accomplishments and skills will include demonstrated capabilities in planning, budgeting, finance, and management, as well as experience in effective resource stewardship from the perspectives of both economics and sustainability. Excellent communications, active listening, and conflict resolution skills, the ability to deal with difficult and sensitive situations in a positive, tactful, and collegial management style; strong leadership, human relations, and management skills, including the ability to coach, mentor, and support staff in creating a positive, engaging, and inclusive workplace; and the ability to establish and maintain effective work relationships, including the ability to negotiate and solve problems with multiple constituencies and stakeholder groups with diverse priorities. Demonstrated achievement of culturally diverse and inclusivity goals, including recruitment and retention of a diverse staff, is expected.

The successful candidate should be a creative thinker and innovator; highly motivated, with a strong interest in consistently and effectively serving the needs of the institution and its stakeholders; able to work in the fast-paced, decentralized setting of a major public institution; committed to setting high standards for honesty and integrity; and able to thrive in a highly collegial environment.

A criminal background check will be conducted prior to hiring.

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Employee class: Limited Appointee
Department(s): FP&M/AVC
Full time salary rate: Negotiable ANNUAL (12 months)
Appointment percent: 100%
Anticipated begin date: November 1, 2021
Number of positions: 1

Department Contact:
Sue Fritts
30 N Mills St
362k Mills St N 30
Madison, WI 53715-1238

Phone: 608-262-2692
Phone TTY: 608-263-2473
Fax: N/A
Email:

HOW TO APPLY:
The assured consideration date for this position is August 27, 2021. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to J. Scott Derrick at jsd@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

To ensure consideration, application must be received by: August 27, 2021

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more information on the University of Wisconsin-Madison Office of Human Resources please see http://www.ohr.wisc.edu/
For more information on the University of Wisconsin-Madison see our home page at http://www.wisc.edu/
For UW Madison Campus Safety Information see http://www.students.wisc.edu/safety/