

EMPLOYMENT ADVANCEMENT OPPORTUNITY

Head of Asset Operations

Applications are invited from suitably qualified and experienced candidates for the above position reporting to the Chief Investment Officer and based on Level 1 BSP Life Centre, Thomson Street, Suva.

Job Summary

The primary purpose or role of the Head of Asset Operations is to lead the development, execution and evaluation of Leasing, Facilities and Projects strategies to ensure maximum returns whilst minimising risks for the shareholder and policyholder.

Key Responsibilities

1. Strategic Planning and Execution: Develop and implement strategies for tenancy, facilities, and project management to achieve business unit (BU) and shareholder goals.
2. Tenancy Oversight: Manage all tenant-related activities, including lease agreements, rent collection, property inspections, and issue resolution, ensuring compliance with relevant legislation and policies.
3. Facilities Management: Oversee the development and execution of programmed maintenance cycles, contractor negotiations, and service delivery monitoring to ensure operational efficiency and quality.
4. Project Leadership: Lead the planning, execution, and monitoring of commercial development, redevelopment, and maintenance projects, ensuring alignment with business objectives and adherence to timelines.
5. Financial Oversight: Prepare budgets for approval, manage income and expenses, and monitor expenditures to meet financial targets and projected returns.
6. Risk and Compliance Management: Ensure compliance with all property laws, OHS guidelines, and company policies, while driving a culture of risk awareness and conducting regular risk assessments.
7. Team Leadership: Manage and develop the Projects, Leasing, and Facilities teams, providing leadership, coaching, and training to foster a high-performing and collaborative culture.
8. Stakeholder Management: Establish and maintain relationships with internal and external stakeholders, including regulatory bodies, contractors, and tenants, to ensure smooth operations and alignment of goals.
9. Performance Reporting: Prepare and present comprehensive reports on leasing, facilities, and project performance to management and the board, ensuring transparency and informed decision-making.
10. Continuous Improvement: Foster a culture of best practices, quality assurance, and continuous improvement across all asset operations to enhance service delivery and organizational outcomes.

Knowledge, Skills, and Qualifications

- Bachelor's degree in commerce, construction management, or property management.
- Postgraduate qualification and/or relevant accreditation preferred.
- Demonstrated commercial and project management experience in the construction industry with a minimum of 10 years in a senior role.
- Expert knowledge of property and project management.
- Proficiency in budget estimation and preparation.
- Familiarity with relevant legislation and compliance requirements.
- Advanced contract management and risk management skills.
- Strong software proficiency and people management capabilities.

Competencies

- Communication
- Accountability
- Customer "Centricity"
- Leading Others
- Teamwork
- Planning & Organising
- Innovation
- Commercial Awareness

Values

Have a sound understanding and application of **BSP Life's Values**.

Remuneration

This is a demanding yet satisfying senior management role and an appropriate salary package will be negotiated to secure high calibre candidates.

All enquiries are to be referred to the Chief Investment Officer.

Please Scan **QR Code** for more details on this Vacancy and other Vacancies with BSP Life or visit our website www.bsplife.com.fj/careers/ and apply using the BSP Life Recruitment Portal.

Please call the Peoples and Culture team via telephone number **331 7000** if you have any questions.

Applications close at **4pm on Friday 3 January 2025**.

