



## **TECHNICAL MANAGER (NEW BUILD)**

**Applications to be submitted to Jaci Harrison at [jaci.harrison@gbcsa.org.za](mailto:jaci.harrison@gbcsa.org.za) before 1 November 2018, with the subject title 'Technical Manager Application'. The GBCSA looks to have the post filled in January 2019.**

### **POSITION PROFILE:**

#### **Job Title**

**Technical Manager** (New Build) for a number of rating tools operated by the GBCSA, including Green Star New Build, Green Star Sustainable Precincts, EDGE and Net Zero tools. Reports to GBCSA Managing Executive: Sector Development & Transformation.

#### **Position Purpose and Profile**

The Green Building Council South Africa (GBCSA) is seeking a second Technical Manager to oversee the management of GBCSA's rating tools and certification process for *Green Star New Build, Green Star Sustainable Precincts, EDGE and Net Zero tools*. (Currently the GBCSA has one other Technical Manager for Green Star - Existing Building Performance, Interiors and EWP, that also oversees the certification case management team.), with the Technical Manager (new build) position vacant since July 2018.

The Technical Manager position is a middle management position, requiring a dynamic, skilled individual with experience in the design, construction and development of new buildings and major refurbishments and experience with related GBCSA rating tools – this person will work with staff, sub-committees and consultants to manage and grow this set of GBCSA rating tools and certification processes related to these rating tools.

The position will be based at the GBCSA Cape Town office, but may from time to time require travel to other parts of the country, as well as the GBCSA office in Johannesburg.

#### **BACKGROUND ON THE GBCSA**

The GBCSA is an independent, membership-based, non-profit organisation backed by over 800 organisational members including many of the biggest names in the South African property industry. A high level Board, dynamic management team and close ties with the World GBC and the GBC of Australia have enabled the GBCSA to fast track the process of tool development and implementation for rating tools in various sectors.

The main functions of the GBCSA are to:

1. Promote and raise awareness of green building in the built environment
2. Make knowledge and resources available to assist those that want to implement green building,
3. Provide green building education, and
4. Develop and operate the various green building rating system for South Africa.

The GBCSA derives its revenue from membership fees, training courses, certification and events, and sponsorships.

Currently the GBCSA consists of a small core team of about 25 people. However, a great deal of GBCSA work is carried out by volunteer committees/working groups or paid consultants, where necessary. The GBCSA team manages and coordinates these committees/working groups and consultants and as a result there is a strong Project Management component to much of the work of the GBCSA, and allows the GBCSA to stay small and agile.

## Principal Duties and Responsibilities

### General

- Manage the technical content and projects' certification processes related to the following GBCSA rating tools:
  - Green Star – Office Tool
  - Green Star – Public & Education Tool
  - Green Star – Multi Unit Residential Tool
  - Green Star – Retail Centre Tool
  - Green Star – Socio-Economic Category
  - Green star – Sustainable Precincts
  - EDGE Residential
  - Net Zero (for all types of buildings and precincts)
- To contribute towards the continued improvement of the GBCSA's online certification platform on which the rating tools operate
- Jointly (with the other Technical Manager), mentor and direct the technical team of GBCSA staff on projects related to the tools which this Technical Manager has oversight over. The team's HR reporting line is via the other Technical Manager (Existing Buildings, Interiors)
- Represent the GBCSA at key events and meetings, including presentations on various activities of the GBCSA
- Manage key projects (non-rating tool related) from time to time
- Reports to *GBCSA Managing Executive: Sector Development & Transformation* (currently this position is held by Manfred Braune)

### Rating Tool

- Oversee the implementation and ongoing operations of some of the GBCSA's green building rating tools as set out above – these may change from time to time
- From time to time manage the development of some of the new rating tools, working with and directing the Technical Working Groups (external group) assembled for each tool and ensuring that final tools are accurate and robust. (This function might also be undertaken by contracted project managers from time to time.)
- Manage ongoing technical projects including updates to various sections of the rating tools, working with Expert Reference Panels and other groups assembled for these projects
- Understand and support all parts of the rating tool certification process, including project registration, submission, assessments and appeals on all projects for tools managed by this Technical Manager.
- Manage the selection and training of rating tool assessors who assess projects for certification (where relevant)
- Act as a moderator or assessor on assessments when necessary
- Manage and grow the technical advisory group (TAG) for the relevant green building tools
- Research, document and communicate credit criteria and compliance requirements
- Oversee the answering of technical queries and stakeholder feedback related to the rating tools (where relevant)
- Manage and contribute to the writing, editing and/or coordinating the production of rating tool Technical Manuals
- Report to line manager, the Board-level Technical Steering Committee on technical issues and projects where approval is needed, including from time to time the preparation of board papers and updates

## **Training**

- From time to time, assist with the development of GBCSA material that educates the public, members and all stakeholders on the rating tools, the certification process and GBCSA activities
- From time to time, work with other staff to develop and run training offerings
- Teach and facilitate rating tool related courses from time to time

## **Marketing, Promotion & Liaison**

- Represent the GBCSA at public forums on the rating tools and other GBCSA activities
- Manage relationships with customers and tool sponsors (where relevant)
- Contribute to GBCSA communication initiatives (website content, fact sheets, case studies, newsletters, press releases, press interviews etc)

## **Performance Indicators**

- Number of projects registered and certified under the rating tools
- Number of effective, active assessors, Technical Advisory Groups
- Growth in abilities and knowledge of staff (certifications team)
- Amount and quality of reports
- Growth of income and profit from certifications
- Amount and quality of contribution to GBCSA communication initiatives (website content, fact sheets, case studies, newsletters etc)
- GBCSA team player
- Effectively manage projects assigned from time to time

## **Knowledge, Skills and Abilities Required**

- A working and technical knowledge of property development, design, construction and operation of buildings
- Experience and working knowledge of the relevant GBCSA rating tools applied on projects
- Management skills to develop and engage with a small team
- Dynamic and adaptable to change, and a team player
- Good presentation skills
- Excellent communication and interpersonal skills
- Excellent writing skills and ability to clearly and concisely explain technical issues in lay person's terms
- Strong organizational and project management skills and attention to detail
- Skills in running task-focused groups / committees
- Ability to work as a key member of a small team
- High proficiency in Microsoft Excel
- Highly responsive, and ability to think on one's feet when dealing with customers

## **Minimum Qualifications Required**

- Tertiary qualification in engineering / architecture / project management / technical qualification related to the design/construction/development of new buildings or major refurbishments
- 4-7 years of experience in the property development sector, including Green Star New Build certification

## Salary Scale

The base salary in respect of this position has been benchmarked to a Paterson C3 Grade. The incumbent will be paid at the appropriate percentile on this grade depending on qualification and/or level of experience. The variable pay component will be aligned with the organisation's Incentive Scheme.

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## Notes

This is an employment equity position and open to applications from designated groups as defined in the Employment Equity Act 55 of 1998.

The successful candidate will have to sign an annual performance agreement and might be required to undergo a security clearance.

Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a one page application/motivation letter with a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate.

All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates.

Shortlisted candidates must be available for interviews at a date and time determined by GBCSA. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, qualification verification, and criminal records. Shortlisted candidates will be required to complete a competency evaluation as part of the selection process.

Applications (and attachments as listed above) must be submitted via E-mail to [jaci.harrison@gbcsa.org.za](mailto:jaci.harrison@gbcsa.org.za).

**The GBCSA is looking to fill this position in January 2019.**