

Job Title **Head – Administration** **Location** : **LMTSM, Derabassi**
Reports to **Director - LMTSM** **Date** :

Main Purpose

Responsible to manage administrative processes and systems of areas encompassing security, housekeeping, guesthouse, transportation, mess, horticulture, hostels, safety, etc. while ensuring cost minimization, statutory adherence and maximization of effectiveness of work-place services.

Qualification	Any Graduation with MBA. Candidates from Armed Forces (rank of Captain or equivalent and above) are also eligible.
Experience	About 20 years of experience in Administrative roles.

Relationships

- **Reports to:** Head - Corporate Relations, LMTSM
- **Internal Relationships:** Director LMTSM, Direct Reports, Team members, Hostel Wardens, Employees & Students
- **External Relationships:** Contractors, Suppliers, Architects, Estimators & Vendors

Specific Accountability & Job Responsibility

General Tasks

- Support top management of the Derabassi campus in providing not only operational support but also share strategic aspects in managing overall administration.
- Responsible to formulate annual budget and monitor expenses to maintain appropriate control.
- Work closely with CHRO & Head - Corporate Relations in the hiring of an appropriate and efficient team.
- Constantly monitor manpower engagement to ensure highest levels of productivity and maintain manpower cost within budget.
- Create proper labor and supervisory deployment rosters.
- Work closely with senior management to develop administrative strategies that are aligned with the campus goals.
- Develop review and improve administrative systems, policies, and procedures continuously.
- Responsible for the administrative organization of all events including visits by important delegates.
- Work closely with IT department to ensure all data is secure and properly protected.
- Organize and schedule periodical meetings with departmental staff.
- Maintain departmental records including employee records and provide the same to the concerned departments where necessary.
- Maintain harmonious relations and liaise with Government agencies and local community. Assist the Head - Corporate Relations in obtaining compliances and meeting statutory requirements
- Work closely with Head Commercial to ensure timely procurement of all materials (CAPEX, OPEX).
- Ensure that all manpower bills and other bills are verified for accuracy and submitted to finance department. Follow up with Finance department to ensure timely payments.

Strategy & Budget

- Create and implement best practice strategy, policies, processes and procedures to aid and improve performance.

- Ensure that administrative strategies and processes are in place to meet Derabassi campus's objectives and operational needs in terms of price; quality, quantity, timeliness and within budget.
- Contribute to overall strategy and annual budget process.
- Take ownership of the policy, guidelines and any associated documents.
- Initiate and develop creative and innovative processes.

People Management

- In consultation with CHRO & Head - Corporate Relations, finalize the department structure in line with its strategy.
- Support HR in the hire of fresh talent to meet departmental objectives.
- Responsible for developing the appropriate organizational structure, people resource plans and culture to support the Derabassi campus's objectives and deliverables.
- Provide clear leadership and vision, inspire and motivate staff to achieve excellence and mentor them as they develop new skills.
- Provide leadership, coordination to employees under control and coach, mentor and develop direct reports and manage a high performing team that delivers continuous improvement, added value, cost reductions, achievement of financial metrics, etc.
- Set department objectives and monitor ongoing progress and performance.
- Complete annual performance reviews.
- Work with the administrative team to translate Derabassi campus's strategy into specific annual performance goals and departmental objectives, including KPIs.
- Ensure strong communication between teams under leadership to facilitate exchange of information and in order to implement change acceleration programs.
- Responsible for people discipline within the department, including following the Institute's code of conduct.

Security

- Responsible for the safety of property, premises, material & people.
- Ensure a safe working and residential environment within the campus.
- Ensure right hire of security guards.
- Ensure that the appropriate level of training is provided for all security staff on disaster management; fire security procedures; use of fire & safety equipment's and routine security duties.
- Maintain the security team training plans and test their knowledge of procedures regularly.
- Maintain Security Operations Manual up to date for use by all on site security personnel to cover duties, individual instructions for each post; attendance; use of security equipment; dress standard; training etc.
- Secure premises and personnel by appropriate patrolling, monitoring surveillance equipment's (CCTV), monitoring entry and exit points.
- Ensure that a proper "Visitor Management System" is deployed.
- Create an Intelligence Network to gather analyze, and report information about the activities of groups, both internal & external in order to protect the interests and security of the Derabassi campus.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Be on call on 24 hours' x 7 days' basis for any emergencies.

Hostel Management

- Ensure effective & efficient running of the Hostel.
- Ensure that all systems, facilities and procedures are in place to comply with legislation, including health & safety requirements & maintenance.
- Ensure the building, fixtures and fittings are well maintained.
- Manage booking systems including optimizing bed spaces and gauging availability.
- Maintain and co-ordinate implementation of daily, weekly and monthly Hostel tasks including recycling and waste disposal etc.
- Responsible for student welfare from an administrative view point.
- Work closely with the wardens in ensuring students discipline.
- Authorized to check the room and visit the students at any time in presence of the wardens.
- Responsible for the upkeep and maintenance of hostel properties.
- Verify the stock periodically.

Housekeeping

- Responsible to manage daily housekeeping activities of the campus including housekeeping during and after events.
- Recruit, schedule and train all new housekeeping staff members.
- Planning, organizing and directing team members for routine work.
- Daily supervision of the housekeeping staff.
- Purchase, re-order and maintain housekeeping supplies and inventory.
- Maintain the housekeeping budget, providing billing summaries & expenses.
- Determine and maintain department work schedules and notify staff.
- Ensure proper maintenance of all housekeeping equipment.
- Ensure that the campus is environmentally plastic free.

Horticulture

- Establish and maintain high horticultural standards and practices; providing direction and training for the horticultural staff.
- Manage and support overall plant health and soil nutrition strategies for all gardens & plantations to include sustainable gardening practices & integrated pest management in the outdoor and indoor areas
- Maintain nursery and greenhouses thus ensuring high quality and healthy saplings for continues maintenance of the gardens.
- Maintenance of horticultural equipment collaboratively with maintenance staff.
- Responsible for the operational department budgets, budget monitoring, strategic planning, and any horticultural capital projects as needed (i.e, installation of new gardens, plantations etc.)
- Increase green cover by extensive tree plantation in the campus.
- Ensure timely trimming of all hedges, mowing of lawns, fertilizer & pesticide application, etc.
- Utilize wet waste as an input to produce high quality manure.

Safety

- Supports top Management in designing, developing & implementing a safety strategy for the Institute.
- Responsible for the implementation of SHE Systems and policies and perform risk assessment for existing areas and new projects.
- Supervise & conduct safety audits.
- Carry out analysis of accident / incident statistics, identifying trends & suggesting improvement plans.
- Carry out any in-house safety training.

Self-Management

- Self-motivated individual who can work seamlessly with all existing team colleagues (internal & external) with effortless ease
- Confident, assertive and persuasive with excellent oral and written communication skills
- Able to work well under pressure and beyond official timelines as may be required for the placement process

Knowledge, Skills & Experience

- Ability to work in and across teams
- Strong interpersonal skills, including influencing and networking
- Excellent communication skills; both written and verbal
- Persuasiveness and assertiveness
- Strong commercial acumen.
- Leadership & ability to work in teams.
- Excellent critical thinking, analytical and problem-solving abilities
- Must have strong interpersonal & influencing skills to work collaboratively with top/senior.
- Must be hands-on in written & oral communication skills to interface with both external & internal stakeholders with complete ease
- Remains calm under pressure; handles challenging situations with professionalism & intention
- Is extremely well-organized; able to create and maintain all necessary paperwork, data, and case notes to ensure outcomes are achieved for each participant
- Ability to respond effectively to the needs of diverse & demanding staff & students

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **15th July 20. Kindly mention the position in subject of email while applying.**