



1. Advert

Post Title: Senior Project Manager, University Strategy Development

Division: Operations and Strategic Planning

Hours: Full Time. Requests for [flexible working](#) options will be considered (subject to business need), but with the understanding that full time hours must be worked

Location: Brighton, United Kingdom

Contract: fixed term until December 2024

Reference: 21900

Salary: starting at £44,263 to £54,395 per annum, pro-rata if part time.

Placed on: 16 October 2023

Closing date: 06 November 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed.

Expected start date: To be confirmed.

This vacancy is only open to those currently employed by the University of Sussex (Including those employed through Reed, Chartwells, and SEF).

About the role

You will support the Director of Strategy and Planning, working closely with the VC and Strategy Leadership Team to ensure that our new strategy is developed and delivered to agreed timescales and will extensive engagement, this includes monitoring progress and risks and taking action or making recommendations to ensure work remains on track.

About you

You will need to have had experience of managing a project or programme that involved working with senior leaders. You must be highly organised, and able to prioritise, and execute tasks in an environment with competing demands. The Strategy development work is complex and multi-faceted so you will need to be a confident communicator, with exceptional organisational skills.

About our Division

The University Operations and Planning team are a small and friendly team made up of staff who work with, manage, and analyse Data. The work undertaken plays an important role in defining how we reach our strategic goals and monitoring our progress on this journey.

Why work here...

Our University is situated just off of the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of a Professional Services Team, it's our people that make us great and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme.
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave through our Scheme for a great home and work life balance
- Discounts of public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing.

Please contact Kay Jones, kay.e.jones@sussex.ac.uk for informal enquiries

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. Job Description and Person Specification

Job Description for the post of: Senior Project Manager, University Strategy Development

Division: University Operations and Strategic Planning

Department: Strategic Planning

Location: Sussex House

Grade: 8

Responsible to: Director of University Operations and Strategic Planning

Role Profile

Job Title:	Senior Project Manager University Strategy Development
Grade:	G8
School/Division:	University Operations, Strategy and Planning
Location:	Sussex House
Responsible to:	Director of University Operations, Strategy and Planning
Direct reports:	n/a
Key contacts:	Vice Chancellor, University Senior Leadership team and Professional Service Directors
Role description:	Deliver the strategy development plan by planning and coordinating a range of activities; monitoring progress and evaluating implementation.

PRINCIPAL ACCOUNTABILITIES

Working closely with VC and supporting the Director of Strategy and Planning and the Strategy Leadership Team to ensure that the overall strategy development plan, including managing and monitoring steering group and working groups deliver to their plans, monitoring risks and taking action or making recommendations to ensure work remains on track.

Work with the Communications and Engagement team to ensure communications for the project, are delivered as required.

The Strategy development work is complex and multi-faceted and will include the development of strategy implementation plans.

KEY RESPONSIBILITIES

1. Deliver and lead the project lifecycle

- 1.1. Manage all aspect of the strategy development plan including timelines, resources, budget, risks and issues, relationships, training and communication.
- 1.2. Manage the planning of the work to ensure it is delivered by appropriate parties including the design of the project and the appropriate approach to delivery. This will require the ability to undertake analysis with the ability to make complex decisions and obtain buy in of stakeholders.
- 1.3. Responsible for ensuring the identification of risks and issues including recommendations for mitigation and management of risks.

2. Project Leadership and management

- 2.1. Work with the Strategy Leadership team, Engagement, Communication and Consultation group and other working groups to ensure that the work is delivered according to the agreed timescales.
- 2.2. Support colleagues, to deliver their workplans, coaching and guiding as needed, breaking down barriers between teams to ensure successful delivery.
- 2.3. Manage multi-disciplinary team members in a matrix environment.
- 2.4. Work with internal and external stakeholders ensuring delivery to agreed plan.

3. Stakeholder Engagement

- 3.1. Identify and build effective working relationships with Internal and external stakeholders and networks, collaborating and influencing decisions on specific areas.
- 3.2. Identify and manage dependencies between work plans and jointly ensure that the most appropriate way is found for the priorities to be met.
- 3.3. Work with stakeholders, providing complex, conflicting and technical information and ensuring technical information is understood and used to inform decisions.
- 3.4. Ensure stakeholder training is considered as part of the plan and undertake all necessary stakeholder training.

4. Procurement and contract management

- 4.1. Undertake required procurement activity.
- 4.2. Manage supplier contracts connected to the agreed delivery.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Project management experience at senior level
2. Experience of working/engaging with Senior Leadership teams
3. Solid track record of initiating and managing large-scale or complex projects with range of stakeholders.
4. Highly organised with the ability to manage multiple project streams.
5. Ability to prioritise, delegate and execute tasks in an environment with competing demands
6. Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members, influencing as necessary and resolving conflict.
7. Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all level.
8. Analytical skills with the ability to assess complex data, generate effective solutions and make effective decisions.
9. Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.

DESIRABLE CRITERIA

10. Previous experience of supporting Strategy development