



1 Advertisement

Post Title: Project Manager

School/department: Estates, Facilities and Commercial Services

Hours: Full time or part-time hours up to a maximum of 1 FTE. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: Permanent

Reference: 10090

Salary: starting at £35,333 to £42,155 per annum, pro rata if part-time

Placed on: 31 October 2022

Closing date: 29 November 2022. Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: to be confirmed

The University of Sussex is seeking to make the appointment of a Project Manager to lead on the delivery of estate improvement projects across its estate portfolio.

The post holder will report to the Head of Capital Projects, working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

We are seeking an individual that has demonstrable Project Management experience of Capital Construction and Long Term Maintenance projects with a value of £0.5m+.

We are seeking an individual that has Demonstrable Commercial experience of Capital Construction and Long Term Maintenance projects with a value of £0.5m+.

Please contact Nigel Rippon, Head of Capital Projects n.p.rippon@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. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/sef/>
<http://www.sussex.ac.uk/schoolsandservices/professionalservices/estates-facilities>

3. Job Description

Job Description for the post of: Estates Project Manager

Department:	Estates, Facilities and Commercial Services
Section:	Estates and Facilities Management
Location:	Bramber House
Grade:	7
Responsible to:	Head of Capital Projects, Estates, Facilities & Commercial Services
Responsible for:	Internal and external project resource

The University of Sussex is a leading higher education and research institution. The first of the new wave of UK universities founded in the 1960s, receiving its Royal Charter in 1961. The University has a beautiful and diverse estate located in Falmer, to the east of Brighton and Hove. It is situated in the South Downs National Park and has amongst its buildings a core heritage estate designed by Sir Basil Spence.

The University has developed a £300 million masterplan – a programme of investment to modernise and improve the campus so that we can provide the best facilities for our students, academic and professional staff, and the local community. The masterplan provides a framework for the future development of the campus and includes projects to provide new state-of-the-art academic and research facilities; a new student village consisting of 2,000 new student rooms on campus to support the University's growth plans; and significant investment in the preservation of Sir Basil Spence's famous listed buildings and surrounding landscape.

The University requires a Project Manager to lead the development of one or more projects as part of the Estates Strategy delivery.

The successful candidate will possess a proven track record of leading capital and long term maintenance projects and programmes including both refurbishment and new build schemes. You will have proven team leadership experience, with the capability to lead internal staff members as well as external project consultant and contractor teams. This role will suit professionals with excellent communication and leadership skills, with the ability to operate successfully at a senior level across a diverse range of stakeholder groups.

PRINCIPAL ACCOUNTABILITIES

1. Work with key stakeholders to develop an initial project plan, including scope, resource plans and costs of an implementation project based on the outcomes from an initial feasibility project. Get the project plan through initial approval.
2. Provide the day-to-day leadership and management of project, through all aspects of the project life cycle, co-ordinating project members, managing team members in a matrix environment and liaising closely with the project sponsor.
3. Work with key stakeholders across the institution, manage the key communications for the project, liaising with project team members and internal and external stakeholders.
4. Undertake product selection and procurement activities to ensure the achievement of project objectives, product fit and best value.

5. Coordinate project, service and business readiness activities via a transition plan.

KEY RESPONSIBILITIES

1. Deliver and lead the project lifecycle

- 1.1. Within the scope of the project, manage all aspect of the project lifecycle including; scope, timelines, resources, budget, risks and issues, relationships, training and communication.
- 1.2. Develop and implement a rigorous planning and ensure it is delivered by appropriate parties, using guidance where available, adapting guidance where needed, undertaking research and analysis as necessary on each stage of the project cycle, making recommendations to stakeholders on proposals. Ensure appropriate risk assessments, method statements and project management documentation, etc., is completed and subjected to the appropriate project governance methodology.

2. Project leadership and management

- 2.1. Ensure project is managed in line with institutions project management methodology.
- 2.2. Coordinate project, service and business readiness activities.
- 2.3. Work with the project team and project office support colleagues, to deliver the project objectives, coaching and guiding as needed, manage the team members in a matrix environment. This will include project induction, coaching, guidance and training to project team members to ensure the effective implementation of the project.
- 2.4. Work with stakeholders ensuring delivery to project specification.

3. Stakeholder Engagement

- 3.1. Identify and manage project dependencies; work closely with business areas to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met.
- 3.2. Build effective working relationships with internal and external stakeholders and networks, providing information and ensuring technical information is understood exercising judgement on timeliness, the most appropriate methodology and approach to be used, seeking feedback where necessary for inclusion in project development.
- 3.3. Ensure stakeholder training is considered as part of the project plan and undertake all necessary stakeholder training.

4. Procurement and contract management

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

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

INDICATIVE PERFORMANCE CRITERIA

1. Leading a team of Consultants and Contractors to programme, budget and quality expectations.
2. Manage an annual budget of £1m +.
3. Responsible for the delivery of designated Capital Projects on Campus to programme, budget and quality expectations.
4. Responsibility for ensuring sustainability is designed and built in to Capital Projects.

The post holder reports to the Head of Capital Projects, working under general direction within a clear framework, the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Project Management qualification or certification or equivalent experience.
2. Membership of appropriate professional institute or equivalent experience.
3. Sound track record of initiating and managing small to medium capital and long term maintenance construction projects with a value of £0.5m + within a complex organisation.
4. Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and ensure tasks are completed.

5. 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.
6. 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 levels.
7. Analytical skills with the ability to assess data, generate effective solutions and make effective decisions
8. Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.
9. Demonstrable Project Management experience of small to medium scale Capital Construction projects with a value of £0.5m+.
10. Demonstrable Commercial experience of small to medium Capital Construction projects with a value of £0.5m+.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability and experience to manage professional consultant and contractor teams.
2. Ability and experience to project manage the delivery and commercial performance of small to medium construction projects.
3. Health & Safety, construction, logistics and technical experience of problem solving on construction projects.
4. Experience of Modern Methods of Construction.
5. A natural collaborator, working cross functionally and at all levels, internally and externally.
6. Excellent technical expertise and understanding of building systems, legislation and service requirements across a diverse portfolio.
7. Business administration including business planning, budget management, IT and business processes.
8. Strong customer focussed approach.
9. A positive and creative "can do" approach.

DESIRABLE CRITERIA

1. HE Sector capital and long term maintenance project experience.