



## 1. Advert

**Post Title:** Senior HR Project Manager

**Division:** Human Resources

**Hours:** Part Time 30 hours per week

Requests for flexible working options will be considered in line with hybrid working and (subject to business need)

**Location:** Brighton, United Kingdom

**Contract:** fixed term until March 2026

**Reference:** 10540

**Salary:** starting at £45,585 to £54,395 per annum, pro rata if part time

**Placed on:** 19 October 2023

**Closing date:** 9 November 2023. Applications must be received by midnight of the closing date. We reserve the right to take this vacancy down before the closing date if we receive sufficient applicants, therefore, we urge all applicants to submit their application as soon as possible.

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

### About the role

As a Senior HR PM you will work collaboratively with the HR Executive team, HR colleagues, and key stakeholders to drive our mission of being the Employer of Choice. You will work in partnership with our Trade Unions, Finance colleagues, and other stakeholders. There are several Key programmes you will project manage: the review of our current Employee Terms and Conditions and assist our Academic colleagues in reviewing and modernizing our Academic Career Framework to attract the best academic talent and funding to our university.

You will provide support and guidance to the Organisational Development (OD) and Equality, Inclusive, and Diversity (EDI) teams. You will have the autonomy to manage your own workload in line with our current Hybrid Working Policy and champion an ethos of excellence, promote a consistent, enhanced staff experience and the alignment of HR services with the University's strategic aims.

### About you

We are looking for someone with a solid track record of initiating and managing projects, with experience in an HR environment and focus on HR Policy. You will have relevant hands-on experience in managing key HR projects and/or Project Management Qualification. Ideally a background in the Higher Education sector but public/third sector experience will also be considered. Strong candidates with private sector experience will also be welcomed to apply. A CIPD Level 5 Qualification or higher and the ability to build effective relationships with, and command the respect of, a wide range of stakeholders,

including senior staff members, influencing as necessary. Solutions focused and team engagement are key. Your analytical skills with the ability to assess data, will generate effective decision making

**To suit this role, you should be:**

- Culturally sensitive with high emotional intelligence and ability to operate with the utmost discretion.
- Motivated and have the mindset/attitude to manage and inspire change, setting out clear direction, with the ability to communicate a compelling vision.
- Agile! The university is ever-changing, and you will need to be able to react quickly.
- A clear communicator, with the ability to build excellent working relationships through informal and formal approaches, possessing superior influencing, coaching and interpersonal skills.
- Resilient. There is a lot to do and although we have a plan to achieve our goals, it will be challenging and rewarding in equal measure.

**About our Division**

Our HR Division is all about our people. We provide advice and support to Divisions & Schools and our teams are dedicated to working in partnership to achieve positive outcomes for our university, colleagues, and Students alike. Commitment to expanding further into our People Strategy is our focus, and our continued pledge to provide an inclusive and positive working environment will put us at the forefront of becoming an Employer of Choice. We want our people to grow, therefore, we continue to strive for innovative ways in which we can support and develop careers and aspirations.

Please find further information regarding the division at [Human Resources: University of Sussex](#)

**Why work here...**

Our University is situated just off 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 Careen Green [careen.green@sussex.ac.uk](mailto:careen.green@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

<b>Job Title:</b>	Senior HR Project Manager
<b>Grade:</b>	G8
<b>School/Division:</b>	HR
<b>Location:</b>	Sussex House
<b>Responsible to:</b>	Deputy Director of HR
<b>Direct reports:</b>	n/a
<b>Key contacts:</b> Heads of Schools,	HR Executive, HR colleagues, UEG, ULT, Professional Services Directors, Unions
<b>Role description:</b>	This role will be responsible for supporting the planning, execution and evaluation of all current HR projects (except Systems), with initial focus on the full review of employment Terms and Conditions, assistance with review of the Academic Career Framework and various standalone Organisational Development and Equality, Diversity and Inclusion Projects. This will include accomplishing project objectives by planning project activities, evaluating implementation and progress for each of the projects

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## PRINCIPAL ACCOUNTABILITIES

1. Work with HR Executive to develop an initial project plan, including scope, resource plans and costs of implementation based on the required outcomes for the

Employment Terms & conditions project. Further, provide assistance with scoping and planning other top priority HR projects, including resource plans.

2. Provide the day-to-day leadership and management of prioritised HR projects, through all aspects of the project life cycle, co-ordinating project members, managing team members in a matrix environment and liaising closely with the HR Exec.
3. Work with key stakeholders across the institution and employee representative groups, 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 projects, services and business readiness activities via a transition plan.

## **KEY RESPONSIBILITIES**

### **1. Deliver and lead the project lifecycle**

- 1.1 Manage all aspect of the project lifecycle including; scope, timelines, resources, budget, risks and issues, relationships, training and communication.
- 1.2 This role will be responsible for leading or assisting with the project lifecycle for the following projects within pre-determined timelines:
  - 1.1.1. Assistance with and Academic Career Framework project within 12 months
  - 1.1.2. Leading with the Full Review of all employment related Terms and Conditions within 18 months.
  - 1.1.3. Assistance with the review of HR Policies and Procedures within two and a half years.
  - 1.1.4 Assistance with EDI and OD Projects – 12 months

### **2. Project Management and coordination of activities:**

- 2.1 Develop and implement a rigorous planning framework and 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. Responsible for ensuring appropriate risk assessments, equality impact assessments, method statements and project management documentation, etc., is completed and subjected to the appropriate project governance methodology
- 2.2 Ensure projects are managed in line with the institutions project management methodology
- 2.3 Coordinate project, service and business readiness activities
- 2.4 Work with internal and external stakeholders to deliver the project objectives within specified timelines
- 2.5 Co-ordinate multi-disciplinary team members in a matrix environment. This will include project induction, coaching, and guidance to project team members to ensure the effective implementation of the projects

2.6 Work with internal and external stakeholders ensuring delivery to project specification.

2.7 Within specified timelines and for different projects ensure the following activities are executed as required:

- Research and External benchmarking of other Higher Education institutions
- Lead on Internal Stakeholder engagement, ensuring timeous transmission of information and consultation where necessary
- Collation of and provision of recommendations for improvement of current processes
- Develop timeline and guidance for full set of communications to all relevant stakeholders
- Analysis of success against measures
- Assist with development of relevant policies, procedures and processes

### **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.

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.

### **INDICATIVE PERFORMANCE CRITERIA**

- The post holder reports to the Deputy Director of HR, 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 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 any 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. Post Graduate Project Management qualification at diploma level or equivalent experience.
2. CIPD qualification Level 5 and Level 7 desirable.
3. Sound track record of initiating and managing projects.
4. Sound knowledge/awareness of the Higher Education sector.
5. Understanding of employment law.
6. Experience of writing HR Policy.
7. Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and ensure tasks are completed.
8. 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.
9. 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.
10. Analytical skills with the ability to assess data, generate effective solutions and make effective decisions.
11. Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.