



1 Advertisement

Post Title: Project Support Officer x 3

School/department: Sussex Projects / IT Division

Hours: Full time considered up to a maximum of 36.5 hours per week

Requests for flexible working options will be considered (subject to business need).

Hybrid working arrangements; 50% on-site and 50% work from home

Contract: Fixed term contracts up to 2 years

Reference: 10550

Salary: starting at £31,411, to £35,333 per annum, pro rata if part time

Placed on: 23 January 2023

Closing date: 20 February 2023. Applications must be received by midnight of this date.

Expected interview date: to be confirmed

Expected start date: to be confirmed

Your new company

The University of Sussex is a leading research-intensive university near Brighton. We have both an international and local outlook, with staff and students from more than 100 countries and frequent engagement in community activities and services. Like all Universities, we are rising to the challenge to give our students the best education in these difficult times. This is an exciting time for the University as it aspires to deliver ambitious projects and programmes to meet its strategic ambitions by 2025.

Your new role

Within the new *Sussex Projects* (Professional Services) division, you will be part of a team providing administrative and operational support to the University's portfolio of projects. You will work within the Project Delivery function of Sussex Projects, supporting and facilitating the smooth running of multiple projects and programmes.

What you'll need to succeed

We are looking for candidates who have experience in a Project Administrator role and it would be beneficial if you have experience working within Higher Education or similar environment. You will have excellent organisation and communication skills with a genuine enthusiasm to help facilitate projects. You will be able to engage comfortably with colleagues, and show initiative removing blockers to support successful delivery.

What you'll get in return

The University offers a compelling employer proposition including a positive approach to flexible working, significant investment in staff wellbeing and development, a very generous pension scheme and annual leave allowance, and access to campus facilities.

For an informal discussion about the role, please contact: pmo@sussex.ac.uk

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 <https://www.sussex.ac.uk/ogs/project-services>

3. Job Description

Job Description for the post of:	Project Support Officer
Department:	Sussex Projects
Section/Unit/School:	ITS Division
Location:	Shawcross Building
Grade:	6
Responsible to:	Project Manager, Sussex Projects
Responsible for:	N/A

Purpose of the post

To work with a team of project management professionals to support the delivery of the projects to drive realisation of the University's strategy, Sussex 2025.

To work alongside Project Managers to implement best practices and processes including: scope, timelines, resources, budgets and risks. The PSO will also work closely with the Portfolio Office providing them with appropriate delivery reports and information, in a timely manner to support portfolio planning and reporting.

Key Responsibilities

- Managing the planning and coordination of allocated programmes and projects leading them through all stages of project delivery
- Facilitating the development of project plans, creating timelines and setting benchmarks, tracking them from inception to completion
- Managing, tracking and updating risks and issues. Escalating any items as required
- Preparing, organising, and distributing all necessary project materials
- Arranging and attending regular project meetings and Steering Groups and produce a comprehensive record of meeting
- Co-ordinating data to generate strategic updates on progress to feed into the reporting at project and programme level, including collation of information to report in the portfolio and to the wider University.
- Owning and maintaining the programme/project administration, compiling information to ensure compliance with the University's Project Management framework
- Ensuring project managers report progress on projects at regular intervals through organising the appropriate meetings and monitor through programme trackers
- Assisting in the preparation of project gateway documentation such as business cases and benefit realisation.
- Managing internal communications, keep stakeholders notified of progress on your projects, highlighting key issues and making recommendations for action where necessary

- Updating and managing project content in repositories. Be able to advise and point colleagues to the appropriate documentation and templates

General Responsibilities

- Support the University to Deliver Sussex 2025 Strategy.
- Consider the public wider good in all actions, acting in a morally, legally and socially appropriate manner.
- Ensure Sustainability and Health & Safety compliance are considered in relation to all project activities.
- Suggest opportunities for innovation and new developments and help integrate them into service provision wherever appropriate.
- Be an advocate for Sussex Projects and a member of its Community of Practice, helping to drive good practice throughout the University.

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 the level of responsibility entailed.

4. Person Specification

	Essential	Desirable
Qualifications and professional accreditations		
Foundation Prince2 or equivalent		X
Skills and Competencies		
Ability to grasp a wide range of very complex issues and communicate them in a simple and effective way	X	
Ability to carry out data analysis on information and present findings	X	
Able to demonstrate good judgement, self-motivation and excellent organisational skills - you're able to prioritise and manage multiple deadlines for example.	X	
Excellent written and verbal communication skills including accuracy and attention to detail	X	
The ability to provide feedback and guidance to all levels of the Business	X	
Strong inter-personal skills, including discretion, diplomacy and patience.	X	
Be able to set clear expectations and deliver on what you promised you would do. Communicating when issues arise	X	
Contribute to discussions with peers and senior managers in ways that support strategic plans.	X	
Identify opportunities and work with the team to realize them		X

Foster best practice in administration and the wider project environment.	X	
Excellent oral and written communication skills, as well as an ability to communicate effectively with all levels of staff	X	
Provide leadership and management to more junior members of the team/	X	
Knowledge Areas		
Knowledge of the complete project delivery lifecycle in both Waterfall and Agile methodologies		X
Knowledge of project management tools and techniques.	X	
Knowledge of fiscal planning, business case development, and contract management.		X
Excellent knowledge and experience in MS Office products (Word, Excel. PowerPoint)	X	
Excellent knowledge of Microsoft Teams, SharePoint and Zoom		X
Previous Experience		
Previous experience of working in an HEI		X
Experience of working as project support or admin across multiple projects, or in a role of similar complexity.	X	
Working in an industry sector undertaking major change		X
Implementing standards and processes ensure data is appropriately protected		X