

1 Advertisement

Post Title: Senior Planning Manager

School/department: Estates, Facilities and Commercial Services

Hours: Full time considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Location: Falmer, Brighton, UK

Reference: 20160

Salary: starting at £44,414 to £52,841 per annum, pro rata if part time. A market supplement (subject to biennial review) is available for this post, taking the total remuneration up to a maximum of £70,000 per annum, pro rata if part time.

Placed on: 26 June 2023

Closing date: 28 July 2023 Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

The University of Sussex is seeking to make the appointment of a Senior Planning Manager to lead on the planning 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 planning experience of large-scale Capital Construction projects with a value of £5m+.

We are seeking an individual that has Demonstrable Commercial planning experience of large-scale Capital Construction projects with a value of £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.

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: Senior Planning Manager

Department:	Estates, Facilities and Commercial Services
Section:	Estates and Facilities Management
Location:	Bramber House
Grade:	8
Responsible to:	Head of Capital Projects, Estates, Facilities & Commercial Services
Responsible for:	Internal and external project resource
Key contacts:	External Consultants and Contractors.
Role description:	Accomplish a portfolio of capital project objectives by planning and programming project activities; evaluating implementation and progress of project.

PRINCIPAL ACCOUNTABILITIES

1. Work with key stakeholders to develop an initial project plan, including scope, resource plans and costs to implement a 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 planning programmes, through all aspects of the project life cycle, co-ordinating project members, liaising with multi-disciplinary team members in a matrix environment and the project sponsor.
3. Work with key stakeholders across the institution, co-ordinate the key communications for the project, liaising with project team members and internal and external stakeholders.
4. Review product selection and procurement activities to ensure the achievement of project objectives, product fit, best value and optimum programme.
5. Coordinate project, service and business readiness activities via a transition plan.

KEY RESPONSIBILITIES

1. Deliver and lead the project planning lifecycle

- 1.1. Plan and programme all aspect of the project lifecycle including; scope, timelines, resources, budget, risks and issues, relationships, training and communication. Generally, this will be for longer term or more complex projects requiring significant levels of stakeholder collaboration.
- 1.2. Develop and implement a rigorous planning process 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, method statements and project planning documentation, etc., is completed and subjected to the appropriate project governance methodology.

2. Project planning 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 plans, coaching and guiding as needed, breaking down barriers between teams to ensure successful delivery.
- 2.4. Manage multi-disciplinary team members in a planning matrix environment. This will include project induction, coaching, guidance and training to project team members to ensure the effective implementation of the project.
- 2.5. Work with internal and external stakeholders ensuring delivery to project specification.

3. Stakeholder Engagement

- 3.1. Identify and build effective working relationships with internal and external stakeholders and networks, collaborating and influencing decisions on areas affecting projects, identify, programme and manage project dependencies; work to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met. Engage with stakeholders to shape the project
- 3.2. Work with stakeholders, providing complex, conflicting and technical information and ensuring planning information is understood and used to inform decisions
- 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 planning activity.
- 4.2. Manage supplier contracts connected to the project programme 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.

INDICATIVE PERFORMANCE CRITERIA

1. Leading a team of Consultants and Contractors to programme planning expectations.
2. Manage planning and programmes for projects with an annual budget of £50m +.
3. Responsible for the delivery of a designated portfolio planning of capital projects on Campus to programme expectations.
4. Responsibility for ensuring sustainability is designed and planned in to Capital Projects.

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.

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.

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

PERSON SPECIFICATION

1. Excellent communication and influencing skills.
2. Strong leadership skills.
3. A natural collaborator, working cross functionally and at all levels, internally and externally.
4. Personality and capability to work on a portfolio of capital construction projects with a diverse range of external partners either as the Planning Lead or as part of a team.
5. Excellent technical expertise and understanding of buildings, infrastructure, utilities, decarbonisation, building systems, legislation and service requirements across a diverse portfolio.
6. Business administration including business planning, budget management, IT and business processes.
7. Strong customer focussed approach.
8. A positive and creative "can do" approach.

ESSENTIAL CRITERIA

1. Prince2 certification or equivalent experience.
2. Membership of appropriate professional institute or equivalent experience.
3. Sound track record of initiating and managing planning and programming activities and writing programmes for a portfolio of capital construction projects with an overall value of £50m + within a complex organization.

4. Highly organised with the ability to manage multiple project programming and dependency streams. Ability to prioritise, delegate and execute tasks in an environment with competing demands.
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 level.
7. Analytical skills with the ability to assess complex data, generate effective solutions and make effective planning and programming 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 Planning and Programming Management experience of a portfolio of capital construction projects with a value of £50m+.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability and experience to manage high profile professional consultant and contractor teams.
2. Ability and experience to programme manage the delivery and commercial performance of the major projects.
3. Construction, Logistics and Technical experience of problem solving on construction projects.
4. Experience of Modern Methods of Construction.
5. Experience and detailed working knowledge of Powerproject Software and working knowledge of other programming software.

DESIRABLE CRITERIA

1. A degree level education.
2. Formal qualification in a design/engineering/construction/project planning and programming management discipline.
3. Experience of planning and programme management of a portfolio of capital construction building projects, decarbonisation strategies, infrastructure, building systems, legislation and service requirements on new build, refurbishment, listed buildings, utilities and public realm projects.