



## 1 Advertisement

**Post Title:** Senior Project Administrator

**School/department:** Estates, Facilities and Commercial Services

**Hours:** Part time (21.9 hours)

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

**Location:** Brighton, United Kingdom (includes opportunity for hybrid working)

**Contract:** Permanent

**Reference:** 20162

**Salary:** starting at £28,131 to £32,411 per annum, pro rata if part time

**Placed on:** 30 May 2023

**Closing date:** 19 June 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** To be confirmed

An exciting opportunity has arisen for a talented individual to join the University of Sussex's Estates, Facilities and Commercial Services Division's Capital Projects Team to support the continued development of the campus, the facilities and services we provide. This is a challenging role as the University embarks on a journey to transform its estate and related services delivery.

The postholder will require strong organisational skills, as well as the personal resilience and agility to manage a demanding and fast paced role. The successful candidate at interview will be able to show an aptitude for self-motivation, handling of datasets, idea generation and problem solving.

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.

Please contact Nigel Rippon, Head of Capital Projects [n.p.rippon@sussex.ac.uk](mailto:n.p.rippon@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.*

## 2. The School / Division

Please find further information regarding the Division at [Estates, Facilities and Commercial Services : Professional Services : Schools and services : University of Sussex](#)

### 3. Job Description

**Job Description for the post of:** Senior Project Administrator

**Department:** Estates, Facilities and Commercial Services

**Section/Unit/School:** Professional Services

**Location:** Bramber House (hybrid working also available)

**Grade:** 5

**Responsible to:** Head of Capital Projects

**Responsible for:** N/A

To provide administrative support within the Estates Projects team, supporting with designated projects in line with the University's Project Approval Framework.

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#### PRINCIPAL ACCOUNTABILITIES

1. Provide administrative support to the Senior Project Managers and Project Teams.
2. Provide clerical support within the Estates Project team
3. Within clear parameters to take responsibility for specific projects or areas of work.

#### KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, support colleagues in their work and act as point of contact in the administration office for staff, visitors and external enquiries. Respond to general enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice.
- Assist in producing and maintaining a number of sources of information on the website and in publications
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff
- Follow administrative procedures, write new office procedures and set up new office systems. Contribute ideas and suggestions for improvements to work practices and

methods.

- Organise mailings for communication, training, and events, maintain mailing lists
- Compile agendas, minute taking and producing minutes for meetings
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables
- Raise purchase orders and arrange payment of invoices on the Finance System
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

## **Dimensions**

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Senior Project Manager, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be 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.

This Job Description sets out current responsibilities 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. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities and to support colleagues with theirs.
3. Effective oral and written communications skills to work with colleagues and customers providing information, explanations and interpretation where needed, responding to questions and queries.
4. Ability to work flexibly within a team and also on own initiative.
5. Competent IT skills to effectively manager own workload – MS Suite.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Liaising with the University's Finance Department and outsourced external partners' Finance offices with regards to general queries on invoices, costs etc.
2. Organising and supporting with meeting including, papers, minute taking, action log etc.
3. Ability to deal confidentially with a diverse range of people and situations

### **DESIRABLE CRITERIA**

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment
3. Experience reporting projects using a Portfolio Project Management Tool (PPM Tool).
4. Experience using project trackers
5. Experience working with Internal & External Stakeholders, Suppliers, Schools etc. and maintaining relationships
6. Document Controller – experience supporting with document capture, storage, metadata, versioning, security, indexing and retrieval features