

## 1 Advertisement

**Post Title:** Assistant Project Manager

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

**Hours:** Full time up to a maximum of 1 FTE.

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

**Contract:** Permanent

**Reference:** 20263

**Salary:** starting at £32,411 to £36,333 per annum, pro rata if part time

**Placed on:** 05 June 2023.

**Closing date:** 30 June 2023. 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 an Assistant Project Manager to support the delivery of campus infrastructure improvement projects across its estate portfolio.

Reporting to the Head of Capital Projects the Assistant Project Manager will provide support to the Capital Projects Team and be allocated to one or a number of diverse ranges of new build, refurbishment, long term maintenance and infrastructure projects to ensure that the University benefits from excellent, resilient and sustainable estate infrastructure to support its' growing student, academic, research, and enterprise activities.

We are seeking an individual that has experience of providing support to teams on complex projects in a comparable capital projects context or a recent qualification in the Project Management field. You will have strong personal and administration skills and will be agile at managing your workload and delivering specific tasks. You will have a positive and creative "can do" approach.

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

<b>Department:</b>	Estates, Facilities and Commercial Services
<b>Section:</b>	Estates and Facilities Management
<b>Location:</b>	Bramber House
<b>Grade:</b>	6
<b>Responsible to:</b>	Head of Capital Projects, Estates, Facilities & Commercial Services
<b>Key contacts:</b>	External Consultants and Contractors.
<b>Role description:</b>	Support the accomplishment of project objectives by planning project activities; evaluating implementation and progress of project to a number of smaller projects, or to support the delivery of a larger major project.

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#### PRINCIPAL ACCOUNTABILITIES

1. Work with colleagues and key stakeholders to develop initial project plans, including scope, resource plans and costs of implementation of the project based on the outcomes from an initial feasibility project. Support the project plan through initial approval.
2. Provide the day-to-day management support of a number of smaller projects, or to support the delivery of a larger major project, through all aspects of the project life cycle, co-ordinating project members, supervising team members in a matrix environment and liaising closely with the project sponsor.
3. Work with key stakeholders across the institution, assist with the management of the key communications for the project, liaising with project team members and internal and external stakeholders.
4. Support product selection and procurement activities to ensure the achievement of project objectives, product fit and best value.
5. Co-ordinate 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, support the management of all aspects of the project lifecycle of a number of smaller projects, or to support the delivery of a larger major project, including; scope, timelines, resources, budget, risks and issues, relationships, training and communication.

- 1.2. Support the project development and implement a rigorous plan and ensure it is delivered by appropriate parties.
- 1.3. Work with the project owner/senior responsible officer (SRO) to help define the project and support its successful management. This will require regular communication and engagement to ensure a clear understanding of the project methodology and approach to be adopted, including any technical and complex matters.
- 1.4. Regularly prepare project documentation on all aspects of the project for submission to project steering group for consideration. This will include supporting project proposal documentation, business case preparation including the detailed technical specification, stakeholder engagement plans, risk management documentation, project method statements (including project H&S risk assessments) and other appropriate project approval documentation and papers.

## **2. Project management**

- 2.1. Assist with ensuring the project is managed in line with institution's project management methodology.
- 2.2. Co-ordinate project, service and business readiness activities.
- 2.3. Support drawing together the project team and matrix manage the achievement of project objectives. This will require supporting a cross-functional, multi-disciplinary team from within the university and of external providers and suppliers and ensure that activities are achieved within the parameters of the project plan. This will include proactively using internal and external professional networks to shape the project deliverables and adapting plans/proposals based on feedback.
- 2.4. Work with the project team and project office support colleagues, to support delivery of the project objectives, delegating tasks, supervising team members in a matrix environment, providing training to the project team, coaching and guiding as needed. On behalf of the SRO, support induction of all new internal and external project team members into the project as the project develops.
- 2.5. Work with stakeholders ensuring delivery to project specification.

## **3. Stakeholder Engagement**

- 3.1. Support the management of 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. Work with internal and external stakeholders, providing information and ensuring technical information is understood.
- 3.3. Support delivery of training, briefings and communication to end users as defined by the project plan. 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. Support management of supplier contracts connected to the project delivery.

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**

- Supporting a team of consultants and contractors to deliver programme, budget and quality expectations.
- Supporting the delivery of designated capital projects on campus.
- Supporting the delivery of sustainability into the design and build of 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 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 support delivery of 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 at certificate level or equivalent experience.
2. Associate membership of appropriate professional institute or equivalent experience.
3. Sound track record supporting project management or equivalent experience.
4. Well organised with the ability to support multiple project streams. Ability to prioritise and ensure tasks are completed.
5. Ability to build effective relationships with, and command the respect of, a wide range of stakeholders.
6. Demonstrably influencing 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 solutions and make decisions
8. Well-developed oral and written communication skills, as well as an ability to communicate technical messages effectively.
9. Demonstrable project management experience of small to medium scale capital construction projects or equivalent experience.
10. Demonstrable commercial experience of small to medium Capital Construction projects or equivalent experience.

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

1. Ability and experience to support professional consultant and contractor teams.
2. Ability and experience to support 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 or equivalent experience.
4. Experience of Modern Methods of Construction or equivalent experience.
5. A natural collaborator, working cross functionally and at all levels, internally and externally.
6. An understanding of building systems, legislation and service requirements.
7. Business administration experience 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. Project Management certification.

2. HE sector capital project experience.