UNIVERSITY OF SUSSEX

happy to talk flexible working

1   Advertisement

Post Title: Assistant Doctoral School Programme Manager
School/department: Doctoral School, Research & Enterprise Services
Hours: Full-time (1.0 FTE / 36.5 hrs per week). Requests for flexible working options will be considered (subject to business need).
Location: Falmer House, University of Sussex, Brighton / Hybrid
Contract: Permanent
Reference: 20908
Salary: Starting at £32,411 to 36,333 per annum, pro rata if part time
Placed on: 13 June 2023
Closing date: 28 June 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: To be confirmed

This is an exciting time to join the Doctoral School, as we move through a period of review and renewal, and as we expand capacity in our team in order to support service delivery and underpin the pursuit of our strategic ambitions.

You will take on a new, cross-cutting role, working with colleagues across and beyond the Doctoral School to support the delivery of our emerging vision and strategy, and the University's commitment to both the Concordat to Support the Career Development of Researchers and its HR Excellence in Research Award.

Working closely with the Head of the Doctoral School and the Researcher Development Manager, together with key academic leads, you will be responsible for ensuring the accomplishment of delivery plans and project objectives. Through the effective planning of activities, and evaluating the implementation and progress of activities and projects of varying scale, you will play a critical role in delivering a programme of transformational change in the University's support of postgraduate and early career researchers.

Please contact Susanna Broom (Head of the Doctoral School; s.broom@sussex.ac.uk) for informal enquiries.

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/staff/research/.

3.   Job description

Job Title: Assistant Doctoral School Programme Manager

Grade: G6

School/Division: Doctoral School, Research & Enterprise Services

Location: Falmer House/Hybrid

Responsible to: Head of the Doctoral School

Direct reports: n/a

Key contacts: Dean of the Doctoral School, Director of Research Staff
                            Development, Researcher Development Manager

Role description:

To support the delivery of the Doctoral School's emerging vision and strategy, and the
University's commitment to both the Concordat to Support the Career Development of
Researchers and its HR Excellence in Research Award, by ensuring the accomplishment of
delivery plans and project objectives. Through the effective planning of activities, and
evaluating the implementation and progress of activities and projects of varying scale, the role
will be critical to the delivery of a programme of transformational change in the University's
support of postgraduate and early career researchers.

PRINCIPAL ACCOUNTABILITIES

1.   Utilise project management methodologies to support the realisation of the Doctoral
      School's vision and strategy, and support the University's commitment to both the
      Concordat to Support the Career Development of Researchers and its HR Excellence in
      Research Award, through ensuring the accomplishment of delivery plans and project
      objectives, including coordinating multiple and intersecting activities.

2.   Work with colleagues and key stakeholders to develop initial plans, including scope,
      resource and implementation plans and – where relevant – project and post-
      implementation costs. Undertake feasibility and risk assessments and – where required –
      obtain or support the obtainment of any necessary approvals.

3.   Provide the day-to-day management support of Doctoral School delivery plans and
      associated projects, including overseeing delivery plans and project life cycles, co-
      ordinating contributors, supervising team members in a matrix environment and liaising
      closely with activity sponsors.

4.   Work with stakeholders across the institution, manage the key communications for
      activities and projects, liaising with team members and internal and external stakeholders
      in order to progress activities and achieve buy-in.

5.   Where relevant, undertake product selection and procurement activities to support the
      achievement of the Doctoral School's objectives.

6.   Coordinate project, service and business readiness activities via transition plans.

KEY RESPONSIBILITIES

1.   Programme management

1.1.   Within the scope of each activity or project, support the management of all aspects of its lifecycle, including; scope, timelines, resources, budget, risks and issues, relationships, training and communication.

1.2.   Support the development and implementation of delivery and project plans, ensuring they are delivered by the appropriate parties, and that interdependencies are identified and accounted for.

1.3.   Work with activity and project leads/sponsors to help define and support their successful management. For each activity or project, this will require regular communication and engagement to ensure a clear understanding of the methodology and approach to be adopted, including any technical and complex matters; provide advice on the approach to be taken and how the activity/project will be delivered.

1.4.   Prepare documentation on all aspects of the plan/project including, where relevant, submission to a management board or equivalent for consideration and/or reporting to the relevant governance body. Documentation will normally include activity or project proposal documentation, business case preparation including a detailed technical specification (where relevant), stakeholder engagement plans, risk management documentation, and other appropriate approval documentation and case papers.

2.   Project management

2.1.   Assist with ensuring projects are managed in line with institutional policies and – where relevant – that they adopt project methodologies which align with institutional expectations and/or values.

2.2.   Coordinate project, service and business readiness activities.

2.3.   As required by a given project, draw together the project team and matrix manage the achievement of project objectives. Depending on the nature and scope of a given project, this may require managing a cross-functional, multi-disciplinary team from within the University, and of external providers and suppliers, to ensure that activities are achieved within the parameters of the project plan. This may also include proactively using internal and external professional networks to shape project deliverables and adapting plans/proposals based on feedback.

2.4.   Work with the wider Doctoral School team, to deliver the project objectives, delegating tasks, supervising team members in a matrix environment, providing training, coaching and guidance as needed. Support the onboarding of new project contributors as a project develops.

2.5.   Work with stakeholders ensuring delivery to project specification.

3.   Stakeholder Engagement

3.1.   Support the management of delivery plan and 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. Deliver training, briefings and communication to end users. Ensure stakeholder training is considered as part of any delivery or project plan and undertake all necessary stakeholder training.

4. Procurement and contract management

4.1. Undertake procurement activity, as required by a given project.

4.2. Manage supplier contracts connected to the delivery, as required by a given project.

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

- As required by a given project, manage the associated budget.

- Responsible for the timely achievement of delivery plan and project target(s), as defined at the outset of a given activity.

- The post holder reports to the Head of the Doctoral School, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. 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.

- 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 applied experience.

2.   Sound track record of supporting project delivery and/or programme management.

3.   Well organised with the ability to manage multiple project streams. Ability to prioritise and ensure tasks are completed.

4.   Ability to build effective relationships with, and command the respect of, a wide range of stakeholders.

5.   Demonstrable influencing and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.

6.   Analytical skills with the ability to assess data, generate solutions and make decisions.

7.   Well-developed oral and written communication skills, as well as an ability to communicate technical messages effectively.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1.   Applied experience of matrix management.

DESIRABLE CRITERIA

2.   Two years' experience working in a university or similar environment.

3.   An understanding of the postgraduate researcher journey and/or early career researchers.