1. Advertisement

**Post title:** Digital HR Project Manager  
**Professional Services unit:** Human Resources  
**Hours:** full time or part time hours considered up to a maximum of 1 FTE. Requests for flexible working options will be considered (subject to business need).  
**Reference:** 2546  
**Salary:** Starting at £41,526 to £49,553 per annum  
**Placed on:** 5 November 2019  
**Closing date:** 3 December 2019. Applications must be received by midnight of the closing date.  
**Expected Interview date:** TBC  
**Expected start date:** TBC

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.

We are looking for a dynamic and talented Project Manager to lead the delivery of a Digital HR Project. Reporting to the Assistant Director, ITS Project Portfolio and working closely with the Director of Human Resources, the HR Leadership team and IT Services, the successful candidate will ideally blend strong project management capabilities with knowledge of HR processes and best practice.

If you are looking for a challenging role supporting the University of Sussex meet its mission of Digitally Enhanced Education, then this role is for you. Working in a diverse and fast changing organisation you will collaborate with many different departments on a high profile strategic project that will make a real difference to everyone in the University.

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

IT Services delivers a wide range of central and specialist Technology and Information Services to users across our Campus and beyond.

We have 4 main teams delivering these services through a developing service management delivery model:

**Technology and Architecture**, ensuring our technologies, policies and standards are secure, up to date and that plans to replace, upgrade and improve our technologies and systems are aligned and prioritised around the University’s strategic plans and objectives.

**Operations and Research**, work across the research, teaching, professional services and student communities to create strategies and plans, ensuring outstanding service provision across the day-to-day operational activity of ITS.

**Projects and Programme Delivery**, provides management and delivery of projects and major change programmes, and provides assurance through a central IT Project Management Office (PMO).

**Business Relations**, transforming the relationship between ITS and its stakeholders helping meet its ambition of being a globally recognised leader in the use of digital technologies in education, research, student services and university administration.

3. Job Description

**Post title:** Digital HR Project Manager

**Professional Services unit:** Human Resources

**Location:** Sussex House, University of Sussex

**Grade:** G8

**Salary:** Starting at £41,526 to £49,553 per annum

**Responsible to:** Assistant Director, ITS Project Portfolio

**Key contacts:**
- Human Resources colleagues
- Project Sponsor and project team members
- IT Services
- Departmental End Users
- Finance, Procurement and Commercial teams
- 3rd party suppliers
- Professional Services Group
Job Overview

The Human Resources Transformation Programme is part of a Departmental Continuous Improvement Project, which aims to radically change the way professional service areas operate, ensuring they provide high quality services that add valuable contributions to the University.

The Project Manager will play an integral role in the delivery of the overall HR Transformation Programme. Reporting to the Assistant Director ITS Project Portfolio, and working closely with the Director of Human Resources the HR Leadership team and ITS, the successful candidate will ideally blend strong project management capabilities with knowledge of HR processes and best practice.

Purpose of the post

- Work with key stakeholders to develop an initial Business Plan, Detailed project plan, including scope, resource plans and costs of the project
- Identify and track key project milestones, communicating progress with key stakeholders.
- Establish project management methodologies and governance structures; ensure standards are maintained and monitored.
- Provide the day-to-day leadership and management of project, through all aspects of the project life cycle, co-ordinating project members, and liaising closely with the project sponsor.
- Manage the key communications for the project, liaising with project team members and internal and external stakeholders.
- Drive development of requirements and business process activities
- Manage procurement and implementation of selected product(s), including retirement of existing systems
- Coordinate project, service and business readiness activities via a transition plan
- Be responsible for evidencing benefit realisation of the improvements made, capturing baseline performance and identification of metrics/indicators by which the service enhancements post implementation can be measured.

Key Responsibilities

<table>
<thead>
<tr>
<th>1</th>
<th>Foster strong partnerships with all customers/stakeholders/sponsors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Deliver and lead throughout the project lifecycle, including; scope, timelines, resources, budget, risks and issues, relationships, and communication, in accordance with best practice project management methodology</td>
</tr>
<tr>
<td>3</td>
<td>Identify and manage 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.</td>
</tr>
<tr>
<td>4</td>
<td>Develop and implement a rigorous planning to include the design, development, test and implementation of new systems, software and technologies and ensure it is executed by appropriate parties.</td>
</tr>
</tbody>
</table>
5 Manage the provision of training to all system users and develop guidance and procedural documentation.

6 Produce timely management information and reports to ensure compliance to governance and statutory requirements are met. Keep stakeholders notified of progress, highlighting key issues and making recommendations for action where necessary.

7 Working closely with HR Department to ensure smooth implementation and handover project activity to business as usual at the appropriate point.

General

1 Ensure Health & Safety compliance in relation to all UoS activities.

2 Ensure compliance with GDPR regulations in relation to all documentation.

3 Take account of opportunities for innovation and new developments and integrate them into service provision wherever appropriate.

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.

Person Specification

<table>
<thead>
<tr>
<th>Qualifications and professional accreditations</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prince2 certification or equivalent</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>ITIL v3 Knowledge</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills and Competencies</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound track record of initiating and managing large-scale projects with a significant HR element, within a complex organisation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Highly organised with the ability to manage multiple project streams</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to prioritise and execute tasks in an environment with competing demands</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Critical thinking, decision making and problem solving skills</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Impartial approach to conflict resolution</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Knowledge Areas

| Broad knowledge and understanding of HR Processes and Best Practice | X |
| Business Analytical/Process design skills | X |
| Experience of tender, contract negotiation and procurement processes | X |

### Previous Experience

| Previous experience of working at a senior level in an HEI | X |
| Working in an industry sector undertaking major change | X |

### Special Attributes

| Leads discussions with peers and senior managers in ways that support strategic plans. | X |
| Identify strategic opportunities and develop the team to enable them to realize them | X |
| Fosters best practice in HR and the wider business environment. | X |

### Professional qualities for the role

| Excellent oral and written communication skills, as well as an ability to communicate effectively with all levels of staff | X |