



1 Advertisement

Post Title: Project Manager

School/department: Sussex Projects, ITS Department

Hours: Full Time considered up to a maximum of 1 FTE

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

Hybrid working arrangements; 50% on-site and 50% work from home

Contract: 2 Year Fixed Term Contract

Reference: 8445

Salary: starting at £34,304 to £40,927 per annum, pro-rata if part-time

Placed on: 20 April 2022

Closing date: 20 May 2022 Applications must be received by midnight of the closing date.

Expected interview date: TBC

Expected start date: ASAP

Your new company

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. Like all Universities, we are rising to the challenge to give our students the best education in these difficult times. This is an exciting time for the University as it aspires to deliver ambitious projects and programmes to meet its strategic ambitions by 2025.

Your new role

A fantastic opportunity has arisen for an experienced Project Manager to join the Sussex Projects team. You will be working in a busy environment delivering University's key projects focused on improving the student experience. Given the nature of the projects, experience of working with databases, infrastructure and application implementation is an advantage. You will be working closely with business colleagues of all levels, 3rd parties and suppliers while managing a diverse team, so excellent interpersonal and influencing skills are essential.

What you'll need to succeed

We are seeking an individual that has demonstrable experience of leading complex projects, ensuring they stay on time and on budget. The ability to successfully manage stakeholders of all levels is imperative to this role. You will be a confident role model who is engaging and passionate about projects and help to provide insight into successfully facilitating delivery projects for the university.

What you'll get in return

The University offers a compelling employer proposition, including a positive approach to flexible working, significant investment in staff wellbeing and development, a very generous pension scheme and annual leave allowance, and access to campus facilities.

For an informal discussion about the role, please contact: Patrick Rutherford
(P.Rutherford@sussex.ac.uk)

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 <https://www.sussex.ac.uk/ogs/project-services>

3. Job Description

Job Description for the post of: Project Manager

Department: Sussex Projects

Section/Unit/School: ITS Division

Location: Shawcross Building

Grade: 7

Responsible to: ITS Project Manager - Infrastructure

Responsible for: N/A

Role Description

The Project Manager will play an integral role in the delivery of The University's Education and Research Investment Plan by leading allocated projects, positively influencing teams to deliver successful outcomes. You will be responsible for taking control of projects and delivering them on time, to budget, and of the appropriate quality whilst ensuring all communications channels with stakeholders are successfully maintained throughout the project life cycle.

Principal Accountabilities

1. Work with key stakeholders to develop an initial project plan, including scope, resource plans and costs of an implementation project based on the outcomes from an initial feasibility project. Get the project plan through initial approval.
2. Provide day-to-day leadership and management of projects through all aspects of the project life cycle, developing project plans and scope, budgets management, resourcing and risk management.
3. Work with key stakeholders across the institution, liaise closely with project team members and regularly report to the project's Steering Group.
4. Undertake product selection and procurement activities to ensure the achievement of project objectives at the best value.
5. Coordinate 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, manage all aspects of the project lifecycle including; scope, timelines, resources, budget, benefits, risks and issues, relationships, training and communication.

- 1.2. Develop and implement rigorous planning and ensure it is delivered by appropriate parties, using guidance where available, adapting guidance where needed, undertaking research and analysis as necessary at each stage of the project cycle, making recommendations to stakeholders on proposals. Ensure appropriate risk assessments, method statements and project management documentation, etc., is completed and subjected to the appropriate project governance methodology.

2. Project Leadership and Management

- 2.1. Ensure project 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 objectives, coaching and guidance as needed, manage the team members in a matrix environment.
- 2.4. Gather data, analyse and produce timely management information and monthly reports to ensure compliance to governance and statutory requirements are met.
- 2.5. Review approved business cases in terms of delivery of benefits realisation, costs and risk management.
- 2.6. Working with the University's Finance Business Partners, closely manage project expenditure against allocated budget

3. Stakeholder Engagement

- 3.1. 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.
- 3.2. Build effective working relationships with internal and external stakeholders and networks, providing information and ensuring technical information is understood exercising judgement on timeliness, the most appropriate methodology and approach to be used, seeking feedback where necessary for inclusion in project development.
- 3.3. Managing stakeholders and members of the project and organisation, taking account of their levels of influence and particular interests.
- 3.4. Be an advocate within the Sussex Projects Community of Practice, helping to drive good practice throughout the University

4. Procurement and contract management

- 4.1. Undertake project procurement activity
- 4.2. Manage supplier contracts connected to the project delivery
- 4.3. Ensuring supplier management protocols are applied to all 3rd party project tasks

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 the level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- The post does not have formal line management responsibilities, but you may have to manage staff on a matrix basis.
- The post holder reports to the ITS Project Manager - Infrastructure working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) 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 deliver a 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

5. Person Specification

	Essential	Desirable
Qualifications and professional accreditations		
Post Graduate Project Management qualification at diploma level or equivalent.	X	
Prince2 certification or equivalent		X
Membership of appropriate professional institute	X	
Skills and Competencies		
Sound track record of initiating and managing projects	X	
Demonstrable experience of leading successful projects within a complex organisation	X	
Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and ensure tasks are completed.	X	

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.	X	
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 levels	X	
Ability to prioritise and execute tasks in an environment with competing demands	X	
Analytical skills with the ability to assess data, generate effective solutions and make effective decisions	X	
Developing, maintaining and applying quality management processes for programme activities and outputs	X	
Knowledge Areas		
Broad knowledge and understanding of Higher Education Institutions and Best Practice		X
Ability to take receipt of data and information, analyse and present in clear and concise format	X	
Knowledge of fiscal planning, and budget management.	X	
Experience of tender, contract negotiation and procurement processes	X	
Previous Experience		
Previous experience of working in an HEI		X
Previous experience of working in an industry sector undertaking major change		X
Special Attributes		
Leading discussions with peers and senior managers in ways that support strategic plans.	X	
Identifying strategic opportunities and develop the team to enable them to realize them	X	
Fostering best practice in Project delivery in the wider business environment.	X	
Empowering and inspiring others to deliver successful programmes	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	
Conflict Resolution: Identifying, addressing and resolving differences between individuals and/or interest groups	X	

Passionate about Projects	X	
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