



## 1. Advertisement

**Post Title:** Senior Project Manager

**School/department:** Sussex Projects, ITS Division

**Hours:** Part Time, 0.5 FTE

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

**Contract:** 2 Years Fixed Term

**Reference:** 8475

**Salary:** starting at £42,149 to £50,296 per annum, pro-rata

**Placed on:** 20 April 2022

**Closing date:** 23 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. The Falmer campus is a beautiful work location, and the south coast is a much sought-after lifestyle choice. We have both an international and local outlook, with staff and students from more than 100 countries and frequent engagement in community activities. This is an exciting time to join the University as it embarks on delivering pioneering projects aimed to improve the experience of both students and staff.

### Your new role

An amazing opportunity has arisen for an experienced Senior Project Manager to join Sussex Projects team. You will be working in a busy environment delivering University's key projects focused on improving the student experience. Working closely with the University's wide stakeholder community, the Senior Project Manager will be responsible for managing projects predominantly within the Education & Student Portfolio, ensuring effective and efficient delivery on time and on budget.

### What you'll need to succeed

You will have considerable experience of successfully delivering multiple concurrent projects. The Senior Project Manager will be working closely with business colleagues, 3rd parties and suppliers, while managing a diverse team. You will be a role model; confident, engaging and enthusiastic about your work and genuinely want to help facilitate successful delivery, whilst helping to provide insight into successful 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.

Please contact Margaret Whitehead ([m.a.whitehead@sussex.ac.uk](mailto:m.a.whitehead@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 <https://www.sussex.ac.uk/ogs/project-services>

## 3. Job Description

Job Description for the post of: Senior Project Manager

<b>Department:</b>	Sussex Projects
<b>Section/Unit/School:</b>	ITS Division
<b>Location:</b>	Shawcross Building
<b>Grade:</b>	8
<b>Responsible to:</b>	Portfolio Manager (Education & Students)
<b>Responsible for:</b>	Team of Project Managers/Project Support Officers
<b>Role description:</b>	Accomplish project objectives by planning project activities, evaluating the implementation and progress of the project.

### PRINCIPAL ACCOUNTABILITIES

1. Work with key stakeholders to develop an initial project plan, including scope, resource plans and costs of any project based on the outcomes from an initial feasibility project.
2. Provide the day-to-day leadership and management of project, through all aspects of the project life cycle, co-ordinating project members, managing multi-disciplinary team members in a matrix environment and liaising closely with the project sponsor.
3. Work with key stakeholders across the institution, manage the key communications for the project, liaising with project team members and internal and external stakeholders.
4. Undertake product selection and procurement activities to ensure the achievement of project objectives, product fit and 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. Manage all aspect of the project lifecycle including scope, timelines, resources, budget, risks and issues, benefits, relationships, training and communication. Generally, this will be for longer-term or more complex projects requiring significant levels of stakeholder collaboration.
- 1.2. Develop and implement rigorous planning and ensure it is delivered by appropriate parties including the design of the project and the appropriate approach to delivery. This will require the ability to undertake analysis with the ability to make complex decisions and obtain buy-in of stakeholders. Responsible for ensuring 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 the project is managed in line with institution's 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 guiding as needed, breaking down barriers between teams to ensure successful delivery. Manage multi-disciplinary team members in a matrix environment. This will include project induction, coaching, guidance and training to project team members to ensure the effective implementation of the project.
- 2.4. Work with internal and external stakeholders ensuring delivery to project specification.

## **3. Stakeholder Engagement**

- 3.1. Identify and build effective working relationships with internal and external stakeholders and networks, collaborating and influencing decisions on areas affecting projects, identify and manage project dependencies; work to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met. Engage with stakeholders to shape the project
- 3.2. Resolve issues and conflicts by bringing together experts to drive consensus to progress with agreed project plans.
- 3.3. Work with stakeholders, providing complex, conflicting and technical information and ensuring technical information is understood and used to inform decisions
- 3.4. 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. Manage 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**

- Leading a team of Project Managers and/or Project Support Staff. The number of direct reports varies according to project size. The post holder can expect to manage staff on a matrix basis.
- Budget amount depends on the size of the project.

- Responsible for the achievements of targets agreed with the line manager
- The post holder reports to the Portfolio Manager (Education & Students) working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of 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 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.

#### 4. Person Specification

	Essential	Desirable
<b>Previous Experience</b>		
A career history within a project management environment, ideally in a challenging, changeable environment comprising multiple business systems and a need for synergy	X	
Sound track record of initiating and managing large-scale projects within a complex organization	X	
<b>Qualifications and professional accreditations</b>		
Prince2 certification or equivalent	X	
Membership of appropriate professional institute		X
<b>Skills and Competencies</b>		
Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and execute tasks in an environment with competing demands	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 level	X	
Analytical skills with the ability to assess complex data, generate effective solutions and make effective decisions	X	
Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff	X	
Experience of capturing measurable benefits which are tracked, measured and translated into key performance indicators for ongoing business operations	X	
Ability to build effective delivery teams from different resource pools	X	
<b>Knowledge Areas</b>		
Expert knowledge and demonstrable experience of adopting Project Management methodologies, tools and practices including financial planning and business case development	X	
Broad knowledge and understanding of Higher Education Institutions and Best Practice		X
Experience of tender, contract negotiation and procurement processes		X
<b>Special Attributes for the role</b>		
Leading discussions with peers and senior managers in ways that support strategic plans.	X	
Identifying opportunities within your projects, moving them forward and helping the team to enable realisation.		X
Fostering best practices in Project delivery in the wider business environment.	X	
Passionate about Projects	X	