UNIVERSITY OF SUSSEX

happy to
talk flexible
working

1   Advertisement

Post Title: Programme Manager (Libraries Programme)
School/department: Sussex Projects, ITS Division
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).
Contract: 2 year fixed term
Reference: 9826
Salary: starting at £43,414 rising to £51,805 pa per annum, pro rata if part time
Placed on: 19 December 2022
Closing date: 25 January 2023. Applications must be received by midnight of the closing date.
Expected Interview date: to be confirmed
Expected start date: to be confirmed

Your new company

The University of Sussex is a remarkable institution. The distinctive ethos on which it was established more than 60 years ago is still very much at the heart of the University. Sussex is a leading research intensive university, highly ranked in the UK and world league tables, and recognised internationally for its research, teaching and outreach. The first of the new wave of UK universities founded in the 1960s, receiving its Royal Charter in 1961, the University now has over 18,125 students and more than 2,000 staff members.

The University has a beautiful and diverse estate located in the east of Brighton it is situated in the South Downs National Park and has amongst its buildings a number designed by Sir Basil Spence. Over the past two decades Sussex has doubled in size in terms of activity with university trying to accommodate existing constraint Campus

Our Sussex 2025 vision reimagined as the pioneering spirit of the original purpose of our university but does so for new times in a new generation. Discover the vision at www.sussex.act.uk/strategy

To deliver this, the university has developed £200 million Education & Research Investment Program (ERIP) delivering transformational change across our campus, systems, research and teaching.

Your new role

An amazing opportunity has arisen for a Programme Manager at the University of Sussex! Within Sussex Projects, you will be a critical member of a team delivering the University's portfolio of projects. Our programme managers are responsible for delivering change through their programmes. The role requires effective co-ordination and leadership. This will include planning and designing the programme and facilitating the development of the blueprint, developing and implementing the programme's governance framework, proactively monitoring overall progress and inter-dependencies, resolving issues and initiating corrective action as appropriate.

Your programme

Sitting in the Education and Students portfolio the Library Programme aims to create a consistent approach to delivering our new and refurbished Library and study space and services (including the operating model) across campus alongside the ability for our students to find the available study space to fit their learning needs wherever that might be on campus.

What you'll need to succeed

The right candidate will have a great level of experience delivering programmes of work on time and on budget, working closely with business colleagues, 3rd parties and suppliers, while managing a diverse team. You will be confident, engaging and enthusiastic about your work and genuinely want to help facilitate successful delivery, whilst helping to provide insight into programme and 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: Julie Hamilton (julie.hamilton@sussex.ac.uk)

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. Job Description

Post title: Programme Manager

Professional Services unit: Sussex Projects

Location: University of Sussex, Falmer Campus and Home Working

Grade: 8

Responsible to: Senior Programme Manager

Job Overview

A vacancy has arisen for a proactive and enthusiastic Programme Manager working within the University's Sussex Projects team. Sitting in the Education and Students portfolio the Library Programme aims to create a consistent approach to delivering our new and refurbished Library and study space and services (including the operating model) across campus alongside the ability for our students to find the available study space to fit their learning needs wherever that might be on campus.

The Programme Manager will play an integral role in the delivery of this overall Portfolio.

Reporting to Senior Programme Manager, the successful candidate will be a leader; scoping, coordinating, directing and overseeing implementation of a complex set of **interrelated projects** ensuring that stated outcomes and their benefits are delivered in line with the University's strategy.

Purpose of the post

Support the Portfolio manager in delivering the overall portfolio objectives.

This will include:

- Consolidating and documenting the fundamental components of programmes (scope, schedule, resource requirements, budgets, risks, opportunities and issues, and quality requirements

- Developing detailed Programme Plans with clearly identified and tracked project milestones, communicating progress with key stakeholders.

- Working with established guidelines implement programme management methodologies and governance structures; ensure standards are maintained and monitored.

- Providing the day-to-day leadership and management of programme and associated projects, through all aspects of the project life cycle, co-ordinating project members, and liaising closely with the Stakeholders.

Key Programme Responsibilities

- Managing stakeholders and members of programme teams and organisation, taking account of their levels of influence and particular interests

- Establishing and maintaining governance arrangements for the delivery of programmes, defining clear roles, responsibilities and accountabilities, that align with organisational practice

- Preparing, gaining approval of, refining and updating business cases that justify programmes in terms of benefits, costs and risks. Identifying, defining, evaluating, planning, tracking and realising the business benefits

- Developing and agreeing budgets for programmes and controlling forecast and actual costs against them

- Developing, implementing and updating resource allocations plans needed, taking account of availabilities and scheduling. Preparing and maintaining an overall schedule for resource, which avoids bottlenecks and conflicting demands

- Identifying and monitoring programme risks (threats, opportunities and dependencies), planning and implementing responses to them and responding to other issues that affect programmes

- Establishing and managing reviews at appropriate points, during and after projects, which will inform governance of projects by providing evaluations of progress, methodologies and continuing relevance

- Produce timely management information and reports to ensure compliance to governance and statutory requirements are met.

- Establishing, and implementing where necessary, protocols to manage any change to the scope of programmes and updating documents as required

- Managing the integration of programme outcomes into business-as-usual, addressing the readiness of users, compatibility of work systems and the realisation of benefits

- General Responsibilities

- Support the University to Deliver Sussex 2025 Strategy.

- Consider the public wider good in all actions, acting in a morally, legally and socially appropriate manner.

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

- Ensure compliance with GDPR regulations in relation to all documentation

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

- Be a leader within the Sussex Projects Community of Practice, helping to drive good practice throughout the University

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

	Essential	Desirable
Qualifications and professional accreditations		
Prince2 certification or equivalent	X	
Skills and Competencies		
Sound track record of initiating and managing large-scale programmes within a complex organisation	X	
Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members	X	
Ability to build effective delivery teams from different resource pools	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	
Ability to prioritise and execute tasks in an environment with competing demands	X	
Critical thinking, decision making and problem solving skills	X	
Impartial approach to conflict resolution	X	
Empowering and inspiring others to deliver successful programmes	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
Business Analytical/Process design skills		X
Knowledge of fiscal planning, business case development, and contract 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	
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	