

## 1 Advertisement

**Post Title:** Research Portfolio Delivery Lead

**School/department:** IT Services

**Hours:** Full time. Requests for flexible working options will be considered (subject to business need)

**Contract:** Permanent

**Reference:** 5350

**Salary:** £41,526 and rising to £49,553 per annum

**Placed on:** 23 February 2021

**Closing date:** 09 March 2021. Applications must be received by midnight of the closing date.

**Expected interview date:** W/C 15 March 2021

**Expected start date:** tbc

### 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 launches a new approach to project and programme delivery that will help it to meet its strategic ambitions by 2025.

### Your new role

An amazing opportunity has arisen for a talented Portfolio Delivery Lead. Within the new *Sussex Projects* (Professional Services) division, you will be part of a team delivering the University's portfolio of projects. Working closely with the University's Research community, the Portfolio Lead will be accountable for the Research portfolio of programmes and project delivery, focussed on thematic institutional objectives/priorities and provide long-term planning, managing and delivery effectiveness.

### 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

In return, you'll receive a permanent contract, 24 day basic holiday allocation (pro rata) plus minimum service days. The University pension schemes go above and beyond the legal requirement for an employer and provide a range of benefits to you and your family, including life assurance. In addition, there are a range of other staff benefits at Sussex, including access to world-class resources, discounted gym and sports memberships, interest-free season ticket loan and staff activities throughout the year.

### What you need to do now

If you are interested in supporting the University of Sussex meet its vision of being *A Better University for a Better World*, then this role is for you.

For an informal discussion about the role please contact: Julie Hamilton ([julie.hamilton@sussex.ac.uk](mailto:julie.hamilton@sussex.ac.uk))

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

### Portfolio Delivery Lead

PS Unit	IT Services
Location	UoS Falmer Campus and Home Working
Grade	8
Responsible to	ITS Director
Responsible for	Research Project Portfolio
Salary Range	Starting at £41,526.00 rising to £49,553.00

### Job Overview

University of Sussex is launching a new approach to project and programme delivery that will help it to meet its strategic ambitions by 2025. Thematic project portfolios will be created to ensure that each key area of University strategy is addressed and each portfolio will hold a collection of programmes and projects to help the University respond to its challenges. You will have designated responsibility for one thematic portfolio and all delivery activity that sits within it.

### Purpose of the post

The Portfolio Lead will be accountable for a portfolio of programmes and project delivery, focussed on thematic institutional objectives/priorities and provide long-term planning, managing and delivery effectiveness. The portfolio lead will:

- provide professional project portfolio capacity to a designated thematic area of University business, supporting their University Project Executive (UPE) and supporting leadership colleagues, in the creation and implementation of Roadmaps
- provide assurance to the University Executive Group (UEG) that their designated Project Portfolio will meet its operational and strategic objectives
- ensure current and future programmes and projects are delivered in line with best practice project management techniques appropriate to the type/scale of projects and delivering the agreed business benefits

### Breadth of Responsibility

- Working with UPEs and their associated leadership colleagues (DPVCs and divisional Directors), to create Roadmaps for initiatives that are aligned and prioritised in order to deliver strategic business objectives
- Working with the Portfolio Management Office and other Portfolio Leads, to ensure that a consistent and effective approach to portfolio management and investment is applied across the University
- Establishing a suitable governance framework and portfolio structure relating to the designated thematic area, to deliver the necessary project capability in support of Roadmap and project delivery
- Overseeing the delivery of a complex series of related projects and programmes, effectively managing their interdependencies and allocating resources to support prioritised opportunities

- Providing coaching and guidance to the Portfolio team, building and managing meaningful and supportive relationships across the organisation

#### Dimensions and limits of authority

- The Portfolio Manager will lead the Portfolio team within their delegated thematic area to successfully deliver the portfolio, programmes and projects therein and achieve the associated business benefits.

#### Key Responsibilities:

<b>Portfolio Management and Leadership</b>
With guidance from UPE (and supporting Leadership), define the structure and governance of your portfolio. Work with UEG to understand strategy and priority, leading the design of Roadmaps based on the University's project management methodology.
Manage interdependencies, coordination of projects and RAID Logs within your area, to ensure that information relating to project deliverables, risks and issues are effectively managed and communicated between stakeholders across all other portfolios.
Custodian for benefits management system within designated portfolio, ensuring projects are tracked against their objectives and measured at regular intervals
In consultation with the Portfolio Management Office and Director of Project Portfolios, set and monitor the quality of project outputs to ensure strategic objectives are met
Lead the execution of governance relating to designated portfolio, whilst reporting a holistic view of all project activity reporting to relevant bodies and PMO
Identify and manage resource requirements across the Portfolio, covering where gaps arise, ensuring that project delivery is effective and efficient
Conduct portfolio meetings and attend project meetings where required
<b>Planning</b>
Working collaboratively with internal stakeholders to create a roadmap for future development of products/improvements based on your specific portfolio area
Designing, developing and critiquing proposed project plans based on sound judgement and analysis
Listening for, uncovering and resolving potential conflicts or disagreements about project priorities, risks and issues
Full and effective resource capacity planning processes ensuring that forward planning and horizon scanning is linked back to project requirements
Continuous monitoring of Portfolio delivery, proactively reacting to any changes in strategic direction or pace of strategic implementation
<b>Team Management</b>
Identifying resourcing needs in line with the Portfolio plan, ensuring that the portfolio work can be fully resourced alongside business as usual activities.
Providing line management, coaching and guidance to develop the effectiveness of the portfolio team
Ensuring that portfolio colleagues understand their roles and responsibilities in line with the agreed governance process

Ensuring effective reporting of all projects to enable stakeholders, sponsors and management to make appropriate decisions
Other
Other responsibilities consummate to the Grade and role as deemed necessary

### Person Specification

	Essential	Desirable
<b>Previous Experience</b>		
A career history showing progression within a project management environment within a challenging, changeable environment comprising multiple business systems and a need for synergy	X	
Experience of a range of project management practices and methodologies with a good understanding of the relevance of each when considering various types of programme and project initiatives	X	
A track record of delivering within a large, complex operation where flexibility and value for money are key success factors	X	
Experience of working with senior management to develop portfolio, programme and project plans and ensuring alignment with strategies and relevant business initiatives	X	
Experience in leading and maintaining a balanced approach to project management compliance whilst being performance and delivery focused	X	
Previous experience of working in an HEI		X
Previous experience of working in an industry sector undertaking major change		X
<b>Qualifications and professional accreditations</b>		
Managing Successful Programmes (MSP) or equivalent		X
Professional qualification in project management	X	
Up-to-date evidence of effective portfolio management techniques and tools	X	

Skills and Competencies		
A strong background in portfolio delivery; assurance, governance and methodology		X
A proven influencer and communicator with stakeholders at all levels with the ability to clearly communicate with senior management and the board	X	
Proven experience of translating business analysis, requirements definition and business case production into practical implementation	X	
Ability to organise, and lead a team; to co-ordinate colleagues, volunteers and contracted parties through expert leadership, motivation, teamwork, supervision and accountability	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	
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
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	
High-level of IT literacy	X	
Passionate about projects	X	