1   Advertisement

Post Title: Project Support Officer – Libraries Programme
School/department: Sussex Projects
Hours: Full time considered up to a maximum of 36.5 hours
Requests for flexible working options will be considered (subject to business need).
This role features hybrid working with an expectation of 50% home and 50% on campus.
Contract: Fixed term for 2 years
Reference: 9484
Salary: starting at £31,411 to £35,333 per annum.
Placed on: 09 September 2022
Closing date: 06 October 2022. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: To be confirmed
This vacancy is only open to those currently employed by the University

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 sausage 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.ac.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

Within the new *Sussex Projects* (Professional Services) division, you will be part of a team providing administrative and operational support to the University's new programme that aims to deliver strategic change to our library facilities. You will be based within the Project Delivery function of Sussex Projects, but will work closely with library staff.

The Libraries Programme aims to create a consistent approach to delivering our new and refurbished library and study space and services 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 will need to succeed

We are looking for candidates who have previous experience in a complex PMO or Project Administrator role, ideally within a Higher Education environment. Excellent organisation and communication skills coupled with a genuine enthusiasm to help facilitate projects will be required to be successful in the role.

Our Project Support Officers need to able to engage comfortably with colleagues, and show initiative removing blockers to support successful delivery.

Day-to-day responsibilities will include:
- Supporting the Programme Manager with planning, data collection and reporting
- Managing, tracking and updating risks and issues
- Administration of project meetings and Steering Groups
- Managing internal communications, keep stakeholders notified of progress
- Updating and managing project content in repositories.

Please contact Julie.hamilton@sussex.ac.uk for informal enquiries.

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.

Please note: The University requires that work undertaken for the University is performed from the UK.

2.   Job Description

Job Description for the post of: Project Support Officer (Libraries Programme)

Department: Sussex Projects

Section/Unit/School: ITS Division

Location: Shawcross Building

Grade: 6

Responsible to: Christopher Reynolds, Sussex Projects

Responsible for: N/A

Purpose of the post

To work with a team of project management professionals to support the delivery of the projects to drive realisation of the University's strategy, Sussex 2025.

To work alongside Project Managers to implement best practices and processes

including: scope, timelines, resources, budgets and risks. The PSO will also work closely with the Portfolio Office providing them with appropriate delivery reports and information, in a timely manner to support portfolio planning and reporting.

Key Responsibilities

- Managing the planning and coordination of allocated programmes and projects leading them through all stages of project delivery
- Facilitating the development of project plans, creating timelines and setting benchmarks, tracking them from inception to completion
- Managing, tracking and updating risks and issues. Escalating any items as required
- Preparing, organising, and distributing all necessary project materials
- Arranging and attending regular project meetings and Steering Groups and produce a comprehensive record of meeting
- Co-ordinating data to generate strategic updates on progress to feed into the reporting at project and programme level, including collation of information to report in the portfolio and to the wider University.
- Owning and maintaining the programme/project administration, compiling information to ensure compliance with the University's Project Management framework
- Ensuring project managers report progress on projects at regular intervals through organising the appropriate meetings and monitor through programme trackers
- Assisting in the preparation of project gateway documentation such as business cases and benefit realisation.
- Managing internal communications, keep stakeholders notified of progress on your projects, highlighting key issues and making recommendations for action where necessary
- Updating and managing project content in repositories. Be able to advise and point colleagues to the appropriate documentation and templates

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 Sustainability and Health & Safety compliance are considered in relation to all project activities.
- Suggest opportunities for innovation and new developments and help integrate them into service provision wherever appropriate.
- Be an advocate for Sussex Projects and a member of its 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.

4. **Person Specification**

	Essential	Desirable

Qualifications and professional accreditations		
Foundation Prince2 or equivalent		X
Skills and Competencies		
Ability to grasp a wide range of very complex issues and communicate them in a simple and effective way	X	
Ability to carry out data analysis on information and present findings	X	
Able to demonstrate good judgement, self-motivation and excellent organisational skills - you're able to prioritise and manage multiple deadlines for example.	X	
Excellent written and verbal communication skills including accuracy and attention to detail	X	
The ability to provide feedback and guidance to all levels of the Business	X	
Strong inter-personal skills, including discretion, diplomacy and patience.	X	
Be able to set clear expectations and deliver on what you promised you would do. Communicating when issues arise	X	
Contribute to discussions with peers and senior managers in ways that support strategic plans.	X	
Identify opportunities and work with the team to realize them		X
Foster best practice in administration and the wider project environment.	X	
Excellent oral and written communication skills, as well as an ability to communicate effectively with all levels of staff	X	
Provide leadership and management to more junior members of the team/	X	
Knowledge Areas		
Knowledge of the complete project delivery lifecycle in both Waterfall and Agile methodologies		X
Knowledge of project management tools and techniques.	X	
Knowledge of fiscal planning, business case development, and contract management.		X

Excellent knowledge and experience in MS Office products (Word, Excel. PowerPoint)	X	
Excellent knowledge of Microsoft Teams, SharePoint and Zoom		X
Previous Experience		
Previous experience of working in an HE library.		X
Experience of working as project support or admin across multiple projects, or in a role of similar complexity.	X	
Working in an industry sector undertaking major change		X
Implementing standards and processes ensure data is appropriately protected		X