

1 Advertisement

Post Title: Contract Advisor

School/department: Estates, Facilities and Commercial Services

Hours: Full time up to a maximum of 1 FTE.

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

Contract: Permanent

Reference: 20124

Salary: starting at £36,333 to £43,155 per annum, pro rata if part time

Placed on: 24 April 2023

Closing date: 19 May 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: To be confirmed

The University of Sussex is seeking to make the appointment of a Contract Advisor to lead on the delivery of FM services within its existing East Slope student accommodation properties and during the development and completion of the new West Slope properties.

The post holder will report to the Head of Service Delivery, 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 & the Estates 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.

We are seeking an individual that has demonstrable Contract Management, ideally in a Facilities Management environment.

We are seeking an individual that has demonstrable Commercial experience of revenue budgets with a value of £0.5m +.

Please contact Scott Noble, Head of Service Delivery s.noble@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.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/sef/http://www.sussex.ac.uk/schoolsandservices/professionalservices/estates-facilities>

3. Job Description

Job Description for the post of: Estates Contract Advisor

Department:	Estates, Facilities and Commercial Services
Section:	Estates and Facilities Management
Location:	Bramber House
Grade:	7
Responsible to:	Head of Service Delivery, Estates, Facilities & Commercial Services
Responsible for:	To undertake role of the institution's subject matter expert in professional field, ensuring appropriate compliance

The University of Sussex is a leading higher education and research institution. The first of the new wave of UK universities founded in the 1960s, receiving its Royal Charter in 1961. The University has a beautiful and diverse estate located in Falmer, to the east of Brighton and Hove. It is situated in the South Downs National Park and has amongst its buildings a core heritage estate designed by Sir Basil Spence.

The University has developed a £300 million masterplan – a programme of investment to modernise and improve the campus so that we can provide the best facilities for our students, academic and professional staff, and the local community. The masterplan provides a framework for the future development of the campus and includes projects to provide new state-of-the-art student village consisting of 2,000 new student rooms on campus to support the University's growth plans; and significant investment in the preservation of Sir Basil Spence's famous listed buildings and surrounding landscape.

The University requires a Contract Advisor to lead the delivery of contracted facilities management services that fall under the University and Balfour Beatty partnership agreement as part of the overarching Estates Strategy delivery.

The successful candidate will possess a proven track record of facilities management and contract administration. You will have proven team leadership experience, with the capability to lead internal staff members as well as external parties. This role will suit professionals with excellent communication and leadership skills, with the ability to operate successfully at a senior level across a diverse range of stakeholder groups.

PRINCIPAL ACCOUNTABILITIES

- Provide information, advice and guidance on all matters relating to area of subject expertise to ensure institutional compliance.
- Monitor adherence to institutional and regulatory standards, assess risks, complete internal compliance checks and audits, advise on subject area.
- On behalf of the institution, perform role of regulatory competent person, where necessary hold appropriate institutional permits and licences.

KEY RESPONSIBILITIES

- Be the institutional subject matter expert in area of expertise, providing advice and guidance to all levels of the institution, working to satisfactorily resolve complex technical issues.
- Ensure all University policy and procedure is in line with regulatory guidance, and government statute, leading on policy and procedure development.
- Across the University, working with internal stakeholders to promote a culture of compliance and best practice towards area of expertise.
- In liaison with other SMEs across the institution and external bodies, ensure full compliance coverage, clarify areas of responsibility agreeing where accountability lies in areas of overlap or exposure.
- Ensure institutional records are in place to support compliance.
- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within subject area. Where appropriate, assess competency of trainees and provide feedback.
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement.
- Preparing ad hoc and regular management reports to regulatory bodies and internally to aid the improvement of processes and understanding of the subject area.
- Provide advice on delivery against contract and risk.
- As appropriate, on behalf of the institution, undertake role of lead advisor, hold certificate of professional competence.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role may have budget responsibility.
- This role does not have any line management responsibility.
- This role may have responsibilities for equipment or premises.
- The post holder reports to the Head of Service Delivery, working under general direction within a clear framework the post holder will manage their own work 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 single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): 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.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience in Contract Management and FM Performance Measures
2. A detailed applied and theoretical knowledge and understanding of Contract Management.
3. Effective facilities management skills.
4. Well developed oral and written communication skills with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood by the audience.
5. Planning and organisational skills.
6. Well developed interpersonal skills with the ability to quickly build rapport, effectively influence and persuade in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional subject area networks.
7. Analytical skills with the ability to generate effective solutions and make effective decisions.
8. Effective IT Skills on MS platform.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Excellent working knowledge of area of contract management.
2. Formal qualification in Facilities Management and/or Contract Management.

DESIRABLE CRITERIA

1. Substantial experience in a similar role.
2. Substantial experience working in a university or similar environment.