

1 Advertisement

Post Title: Programme Manager

School/department: Sussex Projects, ITS Division

Hours: Full time, considered up to a maximum of 1 FTE. Requests for flexible working options will be considered (subject to business need).

Contract: Fixed term for 2 years

Reference: 20127

Salary: starting at £44,414 rising to £52,841 pa per annum, pro rata if part time.

Placed on: 24 April 2023

Closing date: 17 May 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed.

Expected start date: As soon as possible

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 <https://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:

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

The Digital HR Programme contains three interrelated transformational projects. Successful delivery of this work will provide a new e-Recruitment system, a digital HR system, and a learning management system for the organisation, enabling the University of Sussex to become an employer of choice.

Processes will become customer-focused and frictionless reducing the administrative burden on HR staff, job applicants and colleagues across the University.

The Programme is at an early stage, with an agreed scope and initial Governance established. The focus of the programme is now on developing a vision, benefits profiles and a new target operating model to align with the University's strategy.

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. Ideally, you will be a MSP Practitioner and be able to demonstrate previous experience in managing strategic business change programs.

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 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.

Programme info

The University's current HR systems do not align with sector-wide norms or meet the expectations of an increasingly digitally savvy workforce. The 3 projects that form the Digital HR Programme will transform the service into one that is agile and modern and facilitates a seamless experience for applicants, candidates and staff. At present, processes are manually intensive requiring interventions at every stage, so these projects will enable greater manager and employee self-service, resulting in HR staff being freed up to allow for a more proactive, and less reactive, way of working.

The programme will also need to align with a number of other HR initiatives of strategic importance, supporting the university's wider People Strategy.

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		
MSP Practitioner	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	