Post Title: Senior Estates Project Administrator
School/department: Estates, Facilities and Commercial Services
Hours: Full Time considered up to a maximum of 1 FTE. Requests for flexible working options will be considered (subject to business need). 50/50 campus and home working
Contract: Permanent
Reference: 7212
Salary: starting at £26,341 to £30,497 per annum
Placed on: 17 November 2021
Closing date: 08 December 2021. Applications must be received by midnight of the closing date.
Expected Interview date: 15 & 16 December 2021
Expected start date: As soon as possible

The University of Sussex is looking for a pro-active project administrator to join its Estates, Facilities & Commercial Services division. The division exists to improve, develop, manage, and maintain the building fabric of the Sussex campus, and facilities, whilst preserving its original architectural heritage and distinctive character.

As a member of a small but busy team, you will play an important role in supporting the delivery of a multi-million-pound Portfolio of works which seeks to positively transform the Sussex campus to benefit the University community. Working with the team, you will provide administrative support for the delivery of the University’s strategic vision, Sussex2025, making a tangible contribution to the University, and its future.

Please contact Emma Winnifrith, Estates Portfolio Governance Manager e.winnifrith@sussex.ac.uk for informal enquiries.

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

Taking a customer-centric approach, the Estates, Facilities and Commercial Services division aim to provide satisfaction through high-quality and modern teaching, study, accommodation, sport and research spaces where students, staff, and visitors will thrive and where sustainability and accessibility are maximised as per the Sussex2025 strategic framework.

Please find further information regarding the school/division at [http://www.sussex.ac.uk/estates-facilities](http://www.sussex.ac.uk/estates-facilities) [http://www.sussex.ac.uk/schoolandservices/professionalservices/estates-facilities](http://www.sussex.ac.uk/schoolandservices/professionalservices/estates-facilities)

3. **Job Description**

Job Description for the post of: Senior Estates Project Administrator

**Department:** Estates, Facilities and Commercial Services  
**Unit:** Professional Services  
**Location:** 4th Floor Bramber House (50/50 Campus and Home Working)  
**Grade:** 5  
**Responsible to:** Emma Winnifrith, Estates Portfolio Governance Manager

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4. **Person Specification**

**PRINCIPAL ACCOUNTABILITIES**

1. Provide a friendly and professional service to colleagues within and outside of the division, students as appropriate, and visitors.

2. Provide clerical support to Estates division staff.

3. Within clear parameters to take responsibility for specific tasks and discrete areas of work.

**KEY RESPONSIBILITIES**

- Working as part of a team and within the wider institution, support colleagues in their work and act as point of contact for, staff, visitors, students, and external enquiries.
Respond to general enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice.

- Assist in the production, versioning, and proof-reading of papers for Committee and Board submission.
- To understand and work within the University’s project framework, and governance structures, being able to advise colleagues on the processes therein.
- Help maintain electronic filing systems, ensuring colleagues are following the new structures.
- To ensure meeting agenda’s, minutes, and actions are accurately captured and completed.
- Compile agendas and draft minutes for team meetings as required.
- To provide administrative support and assistance to Project Managers within the division.
- Follow administrative procedures, write new office procedures, and set up new office systems.
- Contribute ideas and suggestions for improvements to work practices and methods.
- Collate and circulate appropriate data and assist the Estates Portfolio Governance Manager in obtaining updates to key information for the purposes of reporting.
- Raise purchase orders and arrange payment of invoices on the University Finance System.
- To carry out any other duties that are within the employee’s skills and abilities whenever reasonably instructed.

DIMENSIONS

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.

- The post holder reports to the Estates Portfolio Governance Manager, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University’s goals. The post holder may be 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 Estates division compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, 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.

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.

ESSENTIAL CRITERIA

1. Able to demonstrate good judgement, self-motivation, and excellent organisational skills - you're able to prioritise and manage multiple deadlines, for example.
2. Ability to grasp a wide range of very complex issues and communicate them in a simple and effective way.

3. Effective oral and written communications skills to work with colleagues and customers providing information, explanations and interpretation where needed, responding to questions and queries.

4. Ability to work flexibly within a team and on own initiative.

5. Ability to build effective relationships with, and command the respect of, a wide range of stakeholders.


7. Knowledge of Microsoft Teams, Zoom or other collaboration tools.

8. Good secondary education (see role-specific criteria below).

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Knowledge and understanding of the principles of change management in a complex environment.

2. An interest in business process improvement.

**DESIRABLE CRITERIA**

1. Two years’ experience in a similar role or with a transferable skillset.

2. Knowledge of project management methodologies, tools, and techniques.