1 Advertisement

Post Title: Junior Project Manager
School/department: Brighton and Sussex Medical School
Hours: This role is for a maximum of 0.8FTE (29.2 hours per week/ 4 days a week) Requests for flexible working options will be considered (subject to business need).
Contract: Fixed term for two years
Reference: 9601
Salary: starting at £31,411 to £35,333 per annum, pro rata
Placed on: 25 October 2022
Closing date: 21 November 2022. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: as soon as possible
This vacancy is only open to those currently employed by the University of Sussex and the University of Brighton.

Brighton and Sussex Medical School invites applications for the post of Junior Project Manager.

The two year fixed term contract is to support the planning and roll-out of new curriculum mapping software for the Undergraduate BMBS course.

Applicants should have relevant experience and/or qualifications of managing projects from conception to implementation.

Based at BSMS sites across Brighton, the post-holder will work closely with the Lead for Curriculum Development, the curriculum team, and other key stakeholders.

Applicants should have a good standard of education and possess excellent IT, communication and organisational skills. The post requires a high level of personal responsibility and initiative.

Please contact Emily Pitt E.Pitt@bsms.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

www.brighton.ac.uk/jobs www.bsms.ac.uk

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. The School / Division

Please find further information regarding the school/division at https://www.bsms.ac.uk/index.aspx

3. Job Description

Job Description for the post of: Junior Project Manager

**Department:** Medical Education

**Section/Unit/School:** Brighton and Sussex Medical School

**Location:** Southpoint (RSCH)/University of Brighton/University of Sussex Falmer campuses

**Grade:** 6

**Responsible to:** Medical Education Manager

**Responsible for:** n/a

**PRINCIPAL ACCOUNTABILITIES**

1. Work with colleagues and key stakeholders to develop an initial project plans, including scope, resource plans and costs of an implementation project based on the outcomes from an initial feasibility project. Get the project plan through initial approval.

2. Provide the day-to-day management support of a number of smaller projects, or to support the delivery of a larger major project, through all aspects of the project life cycle, coordinating project members, supervising team members in a matrix environment and liaising closely with the project sponsor.

3. Work with key stakeholders across the institution, manage the key communications for the project, liaising with project team members and internal and external stakeholders.

4. Undertake product selection and procurement activities to ensure the achievement of project objectives, product fit and best value.

5. Coordinate project, service and business readiness activities via a transition plan.
KEY RESPONSIBILITIES

1. Deliver and lead the project lifecycle

1.1. Within the scope of the project, support the management all aspect of the project lifecycle of a number of smaller projects, or to support the delivery of a larger major project, including; scope, timelines, resources, budget, risks and issues, relationships, training and communication

1.2. Support the development and implement a rigorous planning and ensure it is delivered by appropriate parties

1.3. Work with the project owner/senior responsible officer to help define the project and support its successful management. This will require regular communication and engagement to ensure a clear understanding of the project methodology and approach to be adopted, including any technical and complex matters. Provide advice to SRO on project management approach and how the project will be delivered.

1.4. Regularly prepare project documentation on all aspects of the project for submission to project board for consideration. This will include project proposal documentation, business case preparation including the detailed technical specification, stakeholder engagement plans, risk management documentation, prepare project method statements (including project H&S risk assessments) and other appropriate project approval documentation and case papers.

2. Project management

2.1. Assist with ensuring the project is managed in line with institutions project management methodology

2.2. Coordinate project, service and business readiness activities

2.3. Draw together the project team and matrix manage the achievement of project objectives. This will require managing a cross-functional, multi-disciplinary team from within the university and of external providers and suppliers and ensure that activities are achieved within the parameters of the project plan. This will include proactively using internal and external professional networks to shape the project deliverables and adapting plans/proposals based on feedback.

2.4. Work with the project team and project office support colleagues, to deliver the project objectives, delegating tasks, supervising team members in a matrix environment, providing
training to the project team, coaching and guiding as needed. On behalf of the SOR, induct all new internal and external project team members into the project as the project develops.

2.5. Work with stakeholders ensuring delivery to project specification.

3. **Stakeholder Engagement**

3.1. Support the management of project dependencies; work closely with business areas to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met.

3.2. Work with internal and external stakeholders, providing information and ensuring technical information is understood.

3.3. Deliver training, briefings and communication to end users as defined by the project plan. Ensure stakeholder training is considered as part of the project plan and undertake all necessary stakeholder training.

4. **Procurement and contract management**

4.1. Undertake project procurement activity

4.2. Manage supplier contracts connected to the project delivery

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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 level of responsibility entailed.

**INDICATIVE PERFORMANCE CRITERIA**

- Responsible for the achievement of targets as set out and agreed by the Lead for Curriculum Development and the Medical Education Manager.

- The post holder reports to the Medical Education Manager, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic
and operational goals of the University, Professional Services & their School. The post holder may be expected to work collaboratively across the School 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/Unit’s/School’s 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 both Universities 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

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. A track record of supporting project management.

2. Well organised with the ability to manage multiple project streams. Ability to prioritise and ensure tasks are completed.

3. Demonstrable influencing communication skills, with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.

4. Analytical skills with the ability to assess data, generate solutions and make decisions

5. Well-developed oral and written communication skills, as well as an ability to communicate technical messages effectively.

6. Excellent knowledge and experience in MS Office products (Word, Excel, PowerPoint)

DESIRABLE CRITERIA

1. Knowledge of the SOFIA curriculum mapping tool.

2. An understanding of the complexities of a medical degree or similar.