1 Advertisement

Post Title: Project Support Officer
School/department: IT Services
Hours: Full time (36.5 hours per week) - 50/50 campus / home working. Requests for flexible working options will be considered (subject to business need).
Contract: fixed term for 1 year
Reference: 5884
Salary: Starting at £30,046 rising to £33,797 per annum, pro rata if part time
Placed on: 5 July 2021
Closing date: 23 July 2021. Applications must be received by midnight of the closing date.
Expected Interview date: tbc
Expected start date: tbc

Your new company
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, Sussex is a successful, growing University with a top-20 place in the major UK higher education league tables. 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.

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 portfolio of projects. You will work within the Project Delivery function of Sussex Projects, supporting and facilitating the smooth running of multiple projects and programmes.

What you'll need to succeed
We are looking for candidates who have strong experience as a Project or Programme Support officer. Who have excellent organisational and communication skills. People with drive and enthusiasm for ensuring delivery, and ideally some experience of working in or with the Public Sector. The right candidate will be engaging, enthusiastic about their work and genuinely want to help facilitate projects, helping to remove blockers where they can so the team can deliver to the best of their abilities.

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.

What you need to do now
If you are interested in supporting the University of Sussex meet its vision of being A Better University for a Better World, then this role is for you.
For an informal discussion about the role please contact: Julie Hamilton (julie.hamilton@sussex.ac.uk)

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 [Professional Services: Schools and services: University of Sussex](#).

3. **Job Description**

Job Description for the post of: Project Support Officer

**Professional Services unit:** ITS  
**Location:** Blended Campus and Home Working  
**Grade:** 6  
**Salary:** Starting at £30,046 and rising to £33,797 per annum  
**Position type:** Full time, 1-year FTC  
**Responsible to:** Assistant Director, Programme & Project Delivery

**Key contacts**

- Project Sponsors and Stakeholders  
- Sussex Projects PMO  
- University Schools and Directorates  
- University Professional Services Divisions  
- Finance, Procurement, Legal and Commercial teams  
- 3rd party suppliers

**Purpose of the post**

We are looking for a Project Support Officer (PSO) to join the University of Sussex Project Portfolio (Sussex Projects). The successful person will 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. As such, communication and collaboration skills are essential.

The PSO will play an integral role in project delivery. The successful candidate will help to co-ordinate programmes of work, supporting the work of the division on diverse projects across the university. Working with the PM they will apply and implement best practices and processes, including: scope, timelines, resources, budget, risks and issues in accordance with the University frameworks and governance.

The PSO will also work closely with the PMO providing them with appropriate delivery reports and information, in a timely manner to support portfolio planning and reporting.
Key Responsibilities

- Manage the planning and coordination of allocated programmes and projects leading them through all stages of project delivery
- Facilitate 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
- Prepare, organize, and distribute all necessary project materials
- To arrange and attend regular project meetings and Steering Groups and produce a comprehensive record of meeting
- Co-ordination of 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.
- To own and maintain the programme/project administration, compiling information to ensure compliance with the University’s Project Management framework
- Ensure project managers report progress on projects at regular intervals through organising the appropriate meetings and monitor through programme trackers
- Assist in the preparation of project gateway documentation such as business cases and benefit realisation.
- Manage internal communications, keep stakeholders notified of progress on your projects, highlighting key issues and making recommendations for action where necessary
- Update and manage 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.

Person Specification

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<th>Qualifications and professional accreditations</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Foundation Prince2 or equivalent</td>
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### 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 with a High level of accuracy and attention to detail 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 |
| 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

<p>| Previous experience of working in an HEI | X |
| Minimum 2 years’ experience of working as project support or administration across multiple projects and/or programmes | X |
| Working in an industry sector undertaking major change | X |
| Implementing standards and processes ensure data is appropriately protected | X |</p>
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<th>Special Attributes</th>
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<tr>
<td>Contribute to discussions with peers and senior managers in ways that support</td>
<td>X</td>
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<td>strategic plans.</td>
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<td>Identify opportunities and work with the team to realize them</td>
<td>X</td>
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<td>Foster best practice in administration and the wider project environment.</td>
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<td><strong>Professional qualities for the role</strong></td>
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<td>Excellent oral and written communication skills, as well as an ability to</td>
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<td>communicate effectively with all levels of staff</td>
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<td>Passionate about Projects</td>
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