



Advert

Post Title: Sustainability Programme Manager

Division: Sussex Projects

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

Location: Brighton, United Kingdom

Contract: Fixed term until August 2026

Reference: 21602

Salary: starting at £45,585 to £54,395 per annum, pro rata if part time [current salary scales can be found here](#)

Placed on: 18 September 2023.

Closing date: 4 October 2023. Applications must be received by midnight of the closing date.

Expected interview date: 30 October 2023

Expected start date: As soon as possible

The University of Sussex is seeking to appoint to the post of Sustainability Programme Manager to support and manage the delivery of the University's exciting new Sustainability Programme, which will drive the delivery of the University's ambitious plan to reach Net Zero Carbon by 2035.

This role offers a fantastic opportunity for a Programme Manager with an interest in Sustainability to play a leading role in this new and exciting Programme, within a vibrant city. The candidate brochure can be viewed at [Sustainability Programme Manager - University of Sussex \(flippingbook.com\)](#)

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.

This role will oversee the development and implementation of a long term plan to reach Net Zero, working with key stakeholders to establish a well-defined and funded roadmap. Tranche One of the programme is already defined and funded, and the postholder will be required to drive implementation, ensuring that the deliverables are achieved in a timely fashion. One of the key outputs of Tranche One is to produce a compelling and robust business case to secure University funding for future tranches of work, including the decarbonisation of the estate as well as a range of initiatives to address Scope 3 emissions.

The successful candidate will have proven experience of shaping, planning and delivering strategies that enhance an organisation's energy and sustainability performance. You will enjoy the challenge of leading a broad portfolio across sustainability, energy management and decarbonisation and will have the experience and credibility to lead a diverse team across these areas.

The successful candidate will be an experienced Programme Manager with a strong appreciation of programme management methodology and techniques. They will require exceptional interpersonal skills to bring together a diverse group of people with a shared aim, and have demonstrable experience in influencing decisions in a timely fashion. This is a particularly complex Programme, so expertise in working on challenging, multi-stranded Programmes is essential.

To learn more please contact our retained search advisors

Craig Douglas (craig.douglas@mrqglobal.com) / 07355 093 394) and

Ben Duffill (Ben.duffill@mrqglobal.com) / 07976 125 010) at MRG.

Applications should consist of a CV and cover letter and can be sent to craig.douglas@mrqglobal.com.

About our Division

Led by our Chief Digital Transformation Officer and his Leadership team, we are now embarking on an ambitious programme of change. Over the coming years, this digital transition will be an ever-developing programme supported by senior stakeholders both financially and strategically. This University will be a very different world in years to come and aspires to achieve levels of performance and digital delivery yet unseen in the sector. All of this is underpinned by major construction and estate renewal, an exciting programme of work to add thousands of accommodation spaces, and a network replacement project to install the latest digital infrastructure as part of the journey towards a fully data-enabled organisation.

Why work here...

Our University is situated just off of the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of a Professional Services Team, it's our people that make us great and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme 31.4% total (grades7-10)
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave through our Scheme for a great home and work life balance
- Discounts of public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.

- Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing.

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. Job Description and Person Specification

Job Description for the post of: Sustainability Programme Manager

Division: Sussex Projects

Location: Shawcross / Hybrid

Grade: 8

Responsible to: TBC but will sit within the Sussex Projects Delivery Team

Responsible for: No direct reports in the first instance, potential for line management responsibilities in future tranches of the programme

PRINCIPAL ACCOUNTABILITIES

1. Work with key stakeholders to design the programme, including vision, blueprint, benefits, scope, governance, resources, costs, and phase project delivery into meaningful tranches. Gain approvals for the programme through established governance routes.
2. Provide the day-to-day leadership and management of the programme, through all aspects of the life cycle, co-ordinating programme members, managing multi-disciplinary team members in a matrix environment and liaising closely with the business owners and programme sponsor.
3. Work with key stakeholders across the institution, manage the key communications and engagement plans for the programme, liaising with programme team members and internal and external stakeholders.
4. Proactively driving projects within the programme through the lifecycle stages, monitoring project interdependencies, progress against approved milestones and supporting project managers to unblock issues and maintaining the consensus and motivation of key stakeholders.
5. Oversee the integration of programme outcomes into business-as-usual ensuring business readiness activities and transition plans are in place to increase adoption and maximise programme benefits realisation.

KEY RESPONSIBILITIES

1. **Deliver and lead the programme lifecycle.**
 - 1.1. Manage all aspects of the programme lifecycle including Identify, design, plan, deliver capabilities, embed outcomes, evaluate, and close ensuring significant levels of stakeholder collaboration are maintained throughout.
 - 1.2. Develop and implement rigorous planning and ensure it is delivered by appropriate parties including the design of the programme and the appropriate approach to delivery. This will

require the ability to undertake analysis with the ability to make complex decisions and obtain buy in of stakeholders. Responsible for ensuring appropriate risk assessments, method statements and programme management documentation, etc., is completed and subjected to the appropriate programme governance.

- 1.3. Own the overall integrity and coherence of the programme ensuring outcomes are aligned with the University's strategic priorities and delivers value for money.

2. Programme Leadership and Management

- 2.1. Ensure programme is managed in line with institution's programme management methodology.
- 2.2. Lead delivery of the programme and its outcomes, managing inter-project dependencies and phasing cross-project delivery into meaningful tranches that deliver measurable outcomes.
- 2.3. Monitor individual project performance and against plan; challenging slippage and help define and implement mitigations.
- 2.4. Coordinate project, service, and business readiness activities.
- 2.5. Work with the programme team and project office support colleagues, to deliver the programme blueprint, coaching and guiding as needed, breaking down barriers between teams to ensure successful delivery. Manage multi-disciplinary team members in a matrix environment. This will include induction, coaching, guidance, and training to programme team members to ensure the effective implementation of the programme.
- 2.6. Co-ordinate stakeholder engagement and communications across the programme to maximise benefits and ensure affected stakeholders are ready for change.

3. Stakeholder Engagement

- 3.1. Identify and build effective working relationships with internal and external stakeholders and networks, collaborating and influencing decisions on areas affecting the programme, identify and manage programme dependencies; work to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met. Engage with stakeholders to shape the programme.
- 3.2. Work with stakeholders, providing complex, conflicting, and technical information and ensuring technical information is understood and used to inform decisions.
- 3.3. Ensure stakeholder training is considered as part of programme planning and undertake all necessary stakeholder training.

4. Procurement and contract management

- 4.1. Undertake programme procurement activity.
- 4.2. Manage supplier contracts connected to the programme delivery.

5. Benefits, financial, RAID management and reporting

- 5.1. Facilitate the identification, tracking, governance and reporting on benefits.
- 5.2. Monitor the programme's financial performance, understanding areas of overspend and driving project managers to deliver in line with budget.
- 5.3. Review escalated project risks and issues to define the key areas of exposure for the programme, taking corrective action as appropriate and escalating when needed.
- 5.4. Collate reports from Project Managers to build a consolidated view and report of programme progress for presentation at programme steering groups or committee meetings.

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

- Manage a programme budget of £4.565m.
- Responsible for the achievement of all targets relating to the Sustainability Programme.
- For Tranche 1 of the Programme, to ensure that a robust business case for Tranches 2 and 3 is provided to the University Committee Cycle by October 24.
- The post holder reports to the Senior Programme Manager, 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 & 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/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 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 budget management, 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. Managing Successful Programmes (MSP) certification or equivalent.
2. Strong knowledge and exposure to project management methodology.
3. Membership of appropriate professional institute.
4. Sound track record of initiating and managing large-scale programmes within a complex organisation.
5. Highly organised with the ability to manage multiple projects within a programme. Ability to prioritise, delegate and execute tasks in an environment with competing demands.
6. Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members, influencing as necessary and resolving conflict.
7. 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 levels.
8. Analytical skills with the ability to assess complex data, generate effective solutions and make effective decisions.
9. Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.

DESIRABLE CRITERIA

1. Demonstrable experience managing a programme relevant to environmental sustainability.
2. Knowledge of key issues around environmental sustainability, the UN Sustainable Development Goals and social impact.
3. Good understanding of Scopes 1, 2 and 3 emissions, as well as a basic knowledge of carbon accounting.