Job Description

Post/Job Title:	**PMO Project Officer and Governance Lead**
Faculty/Professional Service:	**Office of the Vice Chancellor**
Group/Section:	**Programme Management Office**
Normal hours per week:	**Full Time, although to support and enable our staff to achieve a balance between work and their personal lives, we will also consider proposals for flexible working or job share arrangements. Some flexibility will be required in order to ensure that key time scales and deadlines are met.**
Grade:	**6**
Accountable to:	**Programme Manager**

Job Purpose

The BU Programme Management Office (PMO) coordinates and delivers strategic projects and the postholder will therefore play a key role in the delivery and ongoing development of this programme of work. The postholder would work closely with the PMO Programme Manager, Head of PMO and senior management colleagues to help shape and implement BU 2035 Programme and other projects as required.

The purpose of this role is three-fold: (a) to provide effective support, oversight and organisation of cross-institutional change projects (for example BU 2035); (b) to contribute to the design, development and implementation of strategic projects run within the PMO (c) to support the design, development, implementation and ongoing adherence to programme and project governance for BU.

The Project Governance Officer plays a key role in supporting the Project Management Office (PMO), ensuring the smooth delivery of projects across the university. The role involves maintaining central project records, coordinating schedules and resources, producing project papers, and facilitating communication between project teams and the wider business.

This role is ideal for someone with strong organisational and communication skills who can provide administrative support and ensure project activities are well-coordinated.

Active and ongoing engagement with professional service staff, Faculties and schools as well as external stakeholders will be a central element of the role.

Main Responsibilities

1. Provide high-level support to the Programme Manager and Head of PMO in the strategic operation of the Programme Office. Taking ownership of monitoring progress of strategic projects to ensure projects are delivered on time and budget, managing the administration of the programme's information management system, and actively monitoring and managing programme risks and issues.

2. Lead the development and implementation of a programme/ project decision making governance framework that is logical, robust and repeatable to govern BU's investments.

3. Under the direction of the Programme Manager ensure all programmes and projects have a defined foundational structure of support and guidelines in place prior to implementation.

4. Provide comprehensive and wide-ranging project office support to all initiatives run within the BU PMO ensuring consistency across the project portfolio and adherence to project governance maintaining and proactively monitoring and maintaining SharePoint sites, project plans, RAID logs, lessons learnt logs etc.

5. Lead effective communication with key stakeholders of strategic programmes on all issues relating to the Programme Management Steering Board.

6. To contribute to BU 2035 by analysing and mapping projects and processes to support an efficiency drive and ensure linkages and dependencies are captured between projects, highlighting potential conflicts with the existing project portfolio to the programme manager and Head of PMO.

7. As a key contact for academic and professional services staff on all project-related matters, provide expert guidance, ensuring effective coordination, and fostering a consistent and informed approach to project delivery across BU.

8. Provide senior support to project workshops, steering groups, and governance meetings, including scheduling, preparing agendas, taking minutes, and action tracking to ensure effective decision making and accountability.

9. Prepare engaging and informative communication materials, reports, and presentations for internal and external stakeholders, producing clear and timely insights for senior audiences.

10. Maintain compliance with GDPR, data protection, and procurement policies.

11. Monitor project budgets with a focus on financial accountability and resource allocation, ensuring accurate tracking of expenditure and providing insights to support effective decision-making and value for money.

12. Ensure compliance with Financial Regulations in relation to procurement and spend. This includes leading on tender and procurement activities where directed.

13. Deliver professional development of project skills within the wider University community, promoting Project Management best practice across the university.

14. To represent the BU PMO on University committees, groups and reviews as appropriate.

15. To undertake any other related duties as may be required by the Programme Office Manager and the Head of Programme Management. Engaging and collaborating with department leaders and key stakeholders to define, enhance and implement projects and Value for Money initiatives (VfM)

Reports to the Programme Manager. This post has no line management or budgetary responsibilities.

Contacts

Type	Occurrence	Example
Internal		
Programme & Project Managers and project team.	Regular (daily)	Project set up and maintenance of all project related documentation. Set up and maintenance of project SharePoint sites. Proactively review documentation, resolve issues, provide reporting.
Programme Stakeholders	Regular (weekly)	Project updates, alerting of overdue actions and issues.
BU Value @ BU Advocates	Regular (daily)	General Lean/ Six Sigma communication and reporting. Issue resolution.
BU PM Community including academic schools & other local PMOs	Regular (weekly)	General project communication, provide escalation point and resolve issues. Project methodology and governance advice.
BU Colleagues	As required	General project communication, provide escalation point and resolve issues. Advice and guidance around PM & BA best practice Delivery plan review and analysis.
External		
Other HE Establishments	Regular	Review best practice across the sector, participate in conferences, general networking, knowledge exchange.
Professional Organisations APM, IOB , RICS , RIBA etc	Regular	CPD, understand changes in best practice, influence methodology, general networking

Information Governance Responsibilities

Data User
i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity
If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB. The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. The post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

May 2025

BU Bournemouth University	**Person Specification**

Position / Job Title: PMO Project Officer & Governance	
Faculty / Service: PMO	Date: May 2025

SELECTION CRITERIA	**E**ssential / **D**esirable
Knowledge (including experience & qualifications)	
Educated to degree level or equivalent experience in a relevant field	E
Excellent understanding of the project office management process ideally with experience of working in a project office environment	E
Relevant experience in the implementation of successful cross-functional projects	E
Experience in a similar or related role in a fast changing and complex environment	E
Lean Six Sigma qualification or relevant demonstrable experience	E
Awareness of project management methodology and the importance of preparedness in complex organisational settings	E
Experience handling sensitive information with discretion and professionalism.	E
Demonstrable experience supporting cross-organisational coordination, including documentation and stakeholder communication.	E
Project management qualification or relevant demonstrable experience	D
Knowledge of University infrastructure, including decision making, service provision, academic organisation and committees	D
Working knowledge of the student experience and student representation arrangements.	D
Skills	
Excellent interpersonal skills required to lead change and influence a wide range of colleagues/stakeholders	E
Excellent communicator, with confidence to appropriately challenge at all levels of the organisation	E
Excellent written skills, with the ability to produce clear, evidence-based reports and briefings for senior leadership and governance committees	E
Project or change management skills	E
Excellent IT and digital skills	E
Problem solving skills and the ability to translate ideas into implementation plans	E
Effective conflict resolution and negotiation skills	E
Highly organised with a ability to work well under pressure and with a variety of different stakeholders	E
Attributes	
Excellent time management and prioritisation skills	E
Ability to work proactively and independently whilst contributing effectively as part of a team	E
Attention to detail	E
Ability to assimilate large amounts of complex data and present in summarised form	E
A reflective and committed approach to own professional self-development	E
Ability to work flexibly under pressure	E
Task and goal orientated and highly motivated by success	E
Demonstrable commitment to delivering Service Excellence	E
Strong value-based ethos and high-quality standards	E
Values diversity and difference, operates with integrity and openness, and encourages collegiality through an engaging leadership style	E