



Job Description

Position / Job Title:	Project Manager (Apprenticeship Programme Delivery) (Fixed-Term)
Ref:	258
Location/Building:	Poole House, Talbot Campus
Faculty/Professional Service:	Office of the Vice Chancellor
Duration if Temporary:	Fixed-Term until 31st July 2025
Normal Hours per Week:	0.8 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	7
Accountable to:	Director of Apprenticeships and Skills

Job Purpose

The Project Manager (Apprenticeships Programme Delivery) post is funded through an Office for Students bid to grow capacity and capability among English higher education providers to deliver high quality degree apprenticeships provision that meet skills needs now and in the future. They also aim to address equality of opportunity in relation to Level 6 degree apprenticeships.

Reporting to the Director of Apprenticeships and Skills, the postholder will be responsible for effective delivery of five new degree apprenticeships at Bournemouth University for a September 2025 start and to coordinate activities to increase equality of opportunity and support underrepresented learners to access degree apprenticeships.

The postholder will be required to work with and coordinate staff in faculties, Marketing and Communications, Business Engagement and Academic Services, as well as external stakeholders, to ensure the success of the project through promoting collaboration and innovation.

The Postholder will coordinate available budget and resources to meet the project objectives in collaboration with the Finance team. They will also manage and coordinate CPD opportunities for staff in collaboration with an external consultant.

The postholder will run monthly project board meetings and be responsible for reporting internally and externally on the project progress.

Main Responsibilities

1. Work in partnership with the Director of Apprenticeships and Skills to manage project tasks and deadlines to maximise their outcomes through rigorous resource planning and excellence in project leadership.
2. To provide overall project management, under supervision of the Director of Apprenticeships and Skills, collaborating with teams across the University to coordinate the development, marketing and implementation of five degree apprenticeship programmes and resolving any conflicts/issues that arise.
3. To collaborate with the School Liaison Team to manage activities to increase equality of opportunity and support underrepresented learners to access degree apprenticeships.
4. To coordinate CPD for faculty staff, in collaboration with an external consultant, to ensure staff have a high level of underpinning knowledge and practical skills to provide outstanding delivery of the degree

apprenticeships.

5. Manage the project work packages and plans, including managing the project budget ensuring spend is within agreed budget and delivering value for money; and meeting target milestones working with the relevant stakeholders to agreed timescales.
6. Ensure risks are actively tracked and managed and risk mitigation plans are continuously reviewed for appropriateness. Highlight red/amber risks to the projects board and Director of Apprenticeships and Skills.
7. Ensure all Procurement activity is in compliance of the Public Sector Procurement regulations as advised by the BU Procurement and Legal teams.
8. Define, establish and lead a Project Board, taking minutes as necessary, to enable delivery of the project ensuring that all internal and external stakeholders are kept informed regarding project status and progress. This will require the designing and implementation of monitoring and evaluation processes and effective reporting procedures.
9. Produce reports and relevant data with analysis in order to inform the ongoing development of the project.
10. Develop an internal project communication strategy and continuous external communication plan in collaboration with the Marketing and Communications Team.
11. Demonstrate a strong understanding of the development, management and delivery of degree apprenticeships.
12. Attend external briefing events and meetings in order to gain sector wide intelligence and develop appropriate briefing and actions on the basis of this information.
13. To regularly update the Director of Apprenticeship and Skills on achievements of project targets.
14. Any other duties that may be assigned from time to time by the Director of Apprenticeships and Skills as may be reasonably required and commensurate with the grade.

Contacts

Internal:

Director of Apprenticeships and Skills, Directors/Heads of Professional Service, Faculty Executive Teams, Academic Colleagues, Marketing and Communications, Professional Services including Office of the Vice Chancellor.

External:

Strategic, Key and Specialist Business Partners, Businesses, Professional Contacts. Key regulatory partners, The Office for Students (OfS), The Education and Skills Funding Agency (ESFA), Institute for Apprenticeships and Technical Education (IfATE). BPC Council, Dorset Chamber, Dorset LEP.

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

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. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2024



Person Specification

Position / Job Title: Project Manager (Apprenticeship Programme Delivery) (Fixed-Term)	
Faculty / Service: Office of the Vice Chancellor	Date: October 2024
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Degree, equivalent qualification, or demonstrable, comparable, capability in a relevant subject area.	E
Significant experience of Project Management of higher education projects in a structured environment	E
Professional Project Management qualification (e.g. PRINCE 2 practitioner) or significant additional experience	D
Track record of leading and managing project teams enabling successful project delivery	E
Knowledge and experience of Project Management methodologies (PRINCE 2) and tools (MS Project)	D
Knowledge and experience of risk and issue management related to project delivery	E
In-depth understanding of degree apprenticeship development	D
An understanding of the key issues in higher education, and awareness of university structure	E
Ability to work autonomously at the interface between academics, professional services and business	E
Experience of budget setting and management	E
Skills	
Ability to negotiate effectively and influence important decisions	E
Excellent verbal, written, interpersonal and networking skills	E
Ability to project manage	E
Budget Management skills	E
Skilled at engaging and influencing internal and external stakeholders at all levels to work together, navigate diverse organisational cultures and gather intelligence	E
Ability to employ different strategies to resolve issues and conflicts	E
Excellent IT skills, including Microsoft Office suite and Microsoft 365	E
Identify, analyse and address problems in order to resolve issues whenever possible in a way that minimises the negative impact on the organisation	E
Strong analytical skills; ability to evaluate complex issues often with incomplete information	E
Demonstrable ability to be part of and inspire multi-skilled teams	E
Demonstrable ability to prioritise and manage effectively a range of activities to tight and varied timescales	E
Attributes	
Self-motivated and well-organised	E
Self-reliant, enthusiastic, innovative and pro-active	E
Ability to work autonomously at a senior level	E
Ability to communicate and explain complex issues to others without the same technical knowledge	E
Display tact, diplomacy and the ability to challenge convention and persuade others	E
Professional credibility	E
Ability to identify an issue or opportunity and take action to do something about it	E
Creativity, imagination and flair	E
An empathy with, and understanding of, the worlds of business and academia and the ability to match motivations	E
Commitment to delivering service excellence	E

