



Job Description

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| Post/Job Title: | Associate Digital Project Manager (Fixed-Term) |
| Ref: | 663 |
| Location including building: | Lansdowne Campus (Studland House)/University Wide |
| Faculty/Professional Service: | IT Services |
| Group/Section: | IT Programmes and Digital Transformation |
| Normal hours per week: | Full time |
| Grade: | 6 |
| Accountable to: | Digital Programme Manager |
| Special conditions: | Due to the nature of the role, working unsocial hours may be required. |

Job Purpose

This role will be responsible for project management activity to support the delivery of high quality, fit for purpose solutions that implement Bournemouth University's Vision and Strategic Plans.

Reporting to the Digital Programme Manager and, working as part of the wider BU2035 Team, the post holder will primarily focus on managing minor IT and Business projects enabling the successful realisation of benefits within time, cost and quality tolerances.

Take guidance from Architects and Technical Leads to ensure appropriate governance and standards applied that project delivery incorporates best practice from sector (PRINCE2/APMG).

Main Responsibilities

1. Define project teams and governance to enable delivery of minor IT and Business projects ensuring that technical teams and business stakeholders are kept informed regarding project status and progress.
2. Identify, shape, scope and design work packages and plans, including estimating budgets and benefits and setting target milestones working with the relevant Business Analysts, Business Systems Analysts Technical Lead and suppliers and stakeholders for minor projects.
3. Work with BU2035 Delivery Leadership Team to inform project planning where the project is part of a Strategic programme in order to meet all key performance measures, such as timescales, quality metrics, service levels, budgets and resource needs.
4. Manage all project related activity including directing technical and business teams on delivery of work packages agreed and tracking and resolving any conflicts/issues that arise. Escalation to Project Board or BU2035 Delivery Leadership Team for any issues that cannot be resolved at project level.
5. Deliver multiple concurrent minor projects ensuring consistency in delivery, adherence to Project Delivery Lifecycle, stakeholder communication and high-quality output.
6. Work with the Digital Programme manager to track project budgets ensuring spend is within agreed budget and is delivering value for money.
7. Track and manage benefits throughout project as appropriate.

8. Produce project documentation in line with BU project delivery processes, standard templates and procedures including management of risks and issues.
9. Ensure that Project tracking and management updates are applied within the Enterprise Project management solution and that defined project tools are used for project delivery e.g. Microsoft Project.
10. Work with the IT PMO Manager to ensure risks are actively tracked and managed and risk mitigation plans are continuously reviewed for appropriateness..
11. With oversight from the Digital Programme manager, ensure all Procurement activity is in compliance of the Public Sector Procurement regulations as advised by the BU Procurement and Legal teams.
12. Ensure project solution is transitioned to live following standard IT change process and all documentation signed off by the appropriate technical teams.
13. Ensure project closure is in line with agreed IT process and that all project artefacts are archived as appropriate.
14. Maintain a current knowledge of legislation appropriate to information systems and project delivery such as the Data Protection Act. Ensure compliance with requirements for production of Privacy Impact Assessments for information systems.
15. Matrix manage multi-disciplinary project teams comprising IT, business and vendor resources for minor projects.
16. Assist the Test team in managing the build and testing of all processes and interfaces to systems (internal and external) including User Acceptance Testing to ensure the solution delivered meets Business expectations.
17. Establish and implement robust project change control procedures to ensure that project delivery remains within the agreed business case scope and that any additional work is agreed as a change request.
18. Any other duties that may be reasonably required.

General

19. Read, understand and follow the Principles, Policies, Processes, and Procedures of IT Services and the university. Be empowered to highlight non-compliance when identified.
20. Ensure that information and cyber security review and remediation is embedded within all IT work delivered to ensure that the university is protected against the ever-evolving cyber threat landscape.
21. Make excellent service experience the key component for all services, ensuring that the IT team are viewed as a trusted member of the university community

Organisation Chart

Reporting to the Digital Programme Manager, BU2035 Delivery Team

IT Services Dimensions

- Over 100 people in IT Services, including established staff, those on fixed term contracts, and contractors.
- Overall ITS budget of approx. £15m per annum
- 40+ projects running at one time
- Supporting 4000+ staff and 20,000+ students
- 4,500 computers
- Over 500 servers
- 1000+ applications

Contacts Internal and external, including level

Internal:

- Colleagues at all levels within the organisation, up to and including members of UET

External:

- Students
- Customers
- HE Sector colleagues
- Suppliers

Challenges

- Delivering excellent service with finite resources
- Ongoing process and service excellence review

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. 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.

March 2026



Person Specification

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| Post / Job Title: Associate Digital Project Manager (Fixed-Term) | Post No: TBC |
| Faculty / Service: IT and Digital Solutions | Date: March 2026 |
| SELECTION CRITERIA | Essential / Desirable |
| Knowledge (including experience & qualifications) | |
| Degree, equivalent qualification, or demonstrable, comparable, capability in project delivery | Essential |
| Good awareness of IT related legislation and guidelines e.g. DPA, DDA, Computer Misuse Act | Essential |
| Experience of Project Management of IT/IS related projects in a structured environment | Essential |
| Professional Project Management qualification (e.g. PRINCE 2 practitioner) | Desirable |
| Knowledge and experience of Project Management methodologies (PRINCE 2) and tools (MS Project) | Essential |
| Excellent understanding of IT Service provision in medium to large organisations | Essential |
| Knowledge of risk and issue management related to project delivery | Essential |
| Appreciation of public procurement legislation and practices. | Desirable |
| Awareness and understanding of the activities and developments within Higher Education and/or public sector | Desirable |
| Skills | |
| Excellent written and oral communication skills | Essential |
| Ability to employ different strategies to resolve issues and conflicts | Essential |
| Excellent IT skills, including Microsoft Office suite and Microsoft 365 | Essential |
| Excellent interpersonal skills including motivational negotiating, influencing and relationship building | Essential |
| Identify, analyse and address problems in order to resolve issues whenever possible in a way that minimises the negative impact on the organisation | Essential |
| Analytical skills; ability to evaluate complex issues often with incomplete information | Desirable |
| Demonstrable ability to be part of and inspire multi-skilled teams | Essential |
| Demonstrate excellent verbal and written communication skills, across all levels | Essential |
| Demonstrable ability to handle a range of activities to tight and varied timescales | Essential |
| Attributes | |
| Empathetic | Essential |
| Collaborative | Essential |
| Attention to detail | Essential |
| Customer-centric approach | Essential |
| Innovative and pro-active | Essential |