



Job Description

Post/Job Title:	Digital Project Manager (Fixed-Term)
Ref:	661
Location including building:	Lansdowne Campus (Studland House)/University Wide
Faculty/Professional Service:	IT and Digital Solutions
Group/Section:	IT Programmes and Digital Transformation
Normal hours per week:	Full time
Grade:	7
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 Delivery Team, the post holder will primarily focus on managing Digital and Business projects enabling the successful realisation of benefits within time, cost and quality tolerances.

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

Main Responsibilities

1. Define project teams and governance including Project Boards to enable delivery of Digital 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 Analyst, Technical Lead and suppliers and stakeholders.
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 projects ensuring consistency in delivery, adherence to Project Delivery Lifecycle, stakeholder communication and high-quality output.
6. Manage project budgets ensuring spend is within agreed budget and is delivering value for money.

7. Track and manage benefits throughout project as appropriate, reporting to Project Boards on any realisation during project delivery.
8. Produce project documentation in line with BU project delivery processes, standard templates and procedures including management of risks and issues and gain approval at Projects Boards/PDL checkpoints as appropriate.
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. Ensure risks are actively tracked and managed and risk mitigation plans are continuously reviewed for appropriateness. Highlight red/amber risks to projects boards and BU2035 Delivery Leadership Team.
11. 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. Develop an understanding of BU Digital strategy, architectures, capabilities and domain roadmaps and work with Architects to ensure proposed solution designs are appropriate to BU and its Digital strategy.
16. Be responsible for recommending solutions to overcome areas of project risk applying experience from similar project implementations.
17. Lead, motivate and matrix manage multi-disciplinary project teams comprising IT, business and vendor resources.
18. Work with the Test team to manage 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.
19. 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 by the relevant Project Board as a change request.
20. Contribute to the review and development of the University's information systems strategy and annual business planning.
21. Any other duties that may be reasonably required.

General

22. Read, understand and follow the Principles, Policies, Processes, and Procedures of the university. Be empowered to highlight non-compliance when identified.
23. Ensure that information and cyber security review and remediation is embedded within all Digital delivery to ensure that the university is protected against the ever-evolving cyber threat landscape.

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

Post / Job Title: 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 a relevant subject area.	Essential
Good awareness of IT related legislation and guidelines e.g. DPA, DDA, Computer Misuse Act	Essential
Knowledge of ITIL Service Management methodology	Desirable
Significant experience of Project Management of IT/IS related projects in a structured environment	Essential
Professional Project Management qualification (e.g. PRINCE 2 practitioner) or significant additional experience	Essential
Track record of leading and managing project teams enabling successful project delivery	Essential
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 and experience 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	
Budget Management skills	Essential
Excellent written and oral communication skills	Essential
Ability to assimilate complex business and technical requirements	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 (including at a senior level)	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
Strong analytical skills; ability to evaluate complex issues often with incomplete information	Essential
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
Demonstrable ability to engage and collaborate with staff at a business and technical level	Essential
Attributes	
Empathetic	Essential
Collaborative	Essential
Attention to detail	Essential
Customer-centric approach	Essential
Innovative and pro-active	Essential