UNIVERSITY OF BATH

Digital Portfolio Director

Candidate Pack

Autumn/Winter 2025

Welcome

The University of Bath is a fantastic place to work, combining excellence, innovation and exceptional support for staff. In 2024, the University was recognised in multiple categories at the Bath Life Awards, celebrating its cutting-edge research and business ventures. In the 2025 Complete University Guide, the University ranked eighth in the UK, with 25 subjects placing in the top 10, reflecting its academic strength and commitment to high-quality education. In the 2025 QS World University Rankings, Bath maintained its position in the top 150 globally, placing it in the top 10% of universities worldwide.

In addition to these rankings, the University's Staff Recognition Awards celebrate those who go above and beyond in enhancing student experiences, supporting peers and strengthening our community. This appreciation for excellence, alongside our vibrant campus and forward-thinking culture, creates an inspiring and rewarding environment for career growth.

This role sits at the heart of the University's digital transformation journey. As Digital Portfolio Director, you'll be leading the Digital Foundations Portfolio, a transformational programme with investment of £20-30 million over five years that will touch every department and aspect of University life. This isn't just about implementing technology; it's about empowering our people, enabling change and connecting our community to drive positive organisational impact.

This is a pivotal moment to join us. The University has established a Digital Foundations Portfolio to support our strategic priorities of global excellence with impact, foundations for the future and building on our strengths. Through our Digital Strategy, we're addressing four interconnected domains: Connected Research, Excellent Education, Enriching Experiences and Solid Digital Foundations.

If you're a driven, delivery-focused leader who thrives on complexity, wants to build something meaningful rather than implement established frameworks, and is passionate about making a tangible difference to staff and student experiences, this role offers a genuine opportunity to shape the digital future of a an innovative and influential University.

Gavin Edwards
Chief Digital Officer

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The **Role**

Why is This Exciting for You?

This is a unique opportunity to lead digital transformation at one of the UK's leading research universities. As Digital Portfolio Director, you'll establish direct and lead the Digital Foundations Portfolio, responsible for ensuring delivery of aims, objectives and benefits across a vast, complex, multi-stranded programme of change that will affect every department and every aspect of the University.

You'll eventually be leading approximately 5-7 core programme team members and matrix-managing multiple project and programme managers working on Digital Foundations projects. But this isn't about traditional portfolio management. This role requires someone who can operate strategically whilst being willing to roll up their sleeves and get deeply involved in delivery.

The scope is substantial. You'll oversee a portfolio spanning research computing, education technology, student and staff experience platforms, and foundational digital infrastructure. You'll work through multiple cross-functional teams, manage complex third-party relationships (including partners like Infosys), and ensure we deliver tangible, measurable benefits beyond technological solutions.

A Genuine Opportunity to Build

What makes this role particularly compelling is the opportunity to define and build. We're not looking for someone to implement a pre-defined framework or follow established consultancy methodologies. We want someone who can:

Build what good looks like: - You'll have the autonomy to shape the portfolio operating model and define how digital transformation is delivered at the University of Bath

Create credibility and impact - This is about making a real, visible difference to the staff and student experience across the entire University

Lead with hands-on engagement - You'll provide strategic direction whilst being actively involved in driving delivery, removing blockers and working directly with teams on complex challenges

Navigate complexity - The challenge here is managing multiple concurrent interdependent projects across diverse stakeholder groups, not just managing scale

Your **Impact**

By joining us as Digital Portfolio Director, you will:

Transform Digital Experiences
Lead a portfolio of digital change work that will fundamentally enhance how staff, students and external partners engage with the University, creating more connected, efficient and user-centred experiences across research, education and professional services.

Drive Strategic Delivery
Partner with senior leadership to ensure the Portfolio aligns with and enables the University's strategic ambitions, turning vision into reality through relentless focus on delivery and benefits realisation.

Build Organisational Capability
Develop and inspire teams to deliver transformational change, establishing new ways of working, building change management capability and creating a culture of continuous improvement and innovation.

Shape the Digital Future
Define how complex digital transformation is delivered at a leading research-intensive university, establishing governance frameworks, operating models and delivery approaches that position Bath as a sector leader.

Key **Responsibilities**

Leadership & Delivery

Provide visible leadership and drive relentless progress across all portfolio activities. Lead teams to ensure projects are delivering to time, quality and cost. Cut through resistance and remove blockers to progress. Engage key leaders across the University to maintain momentum and direct staff working on Digital Foundations programmes and projects.

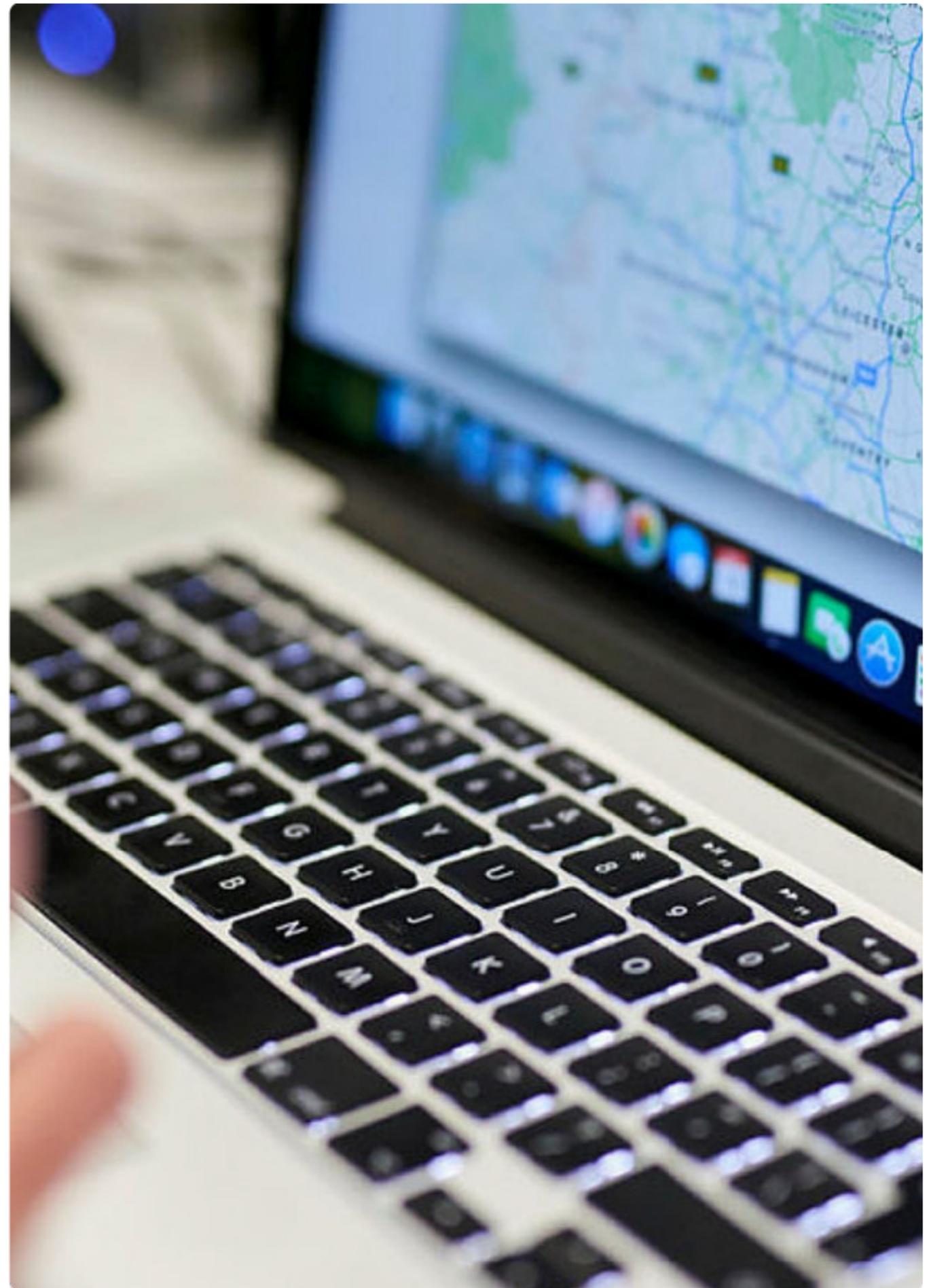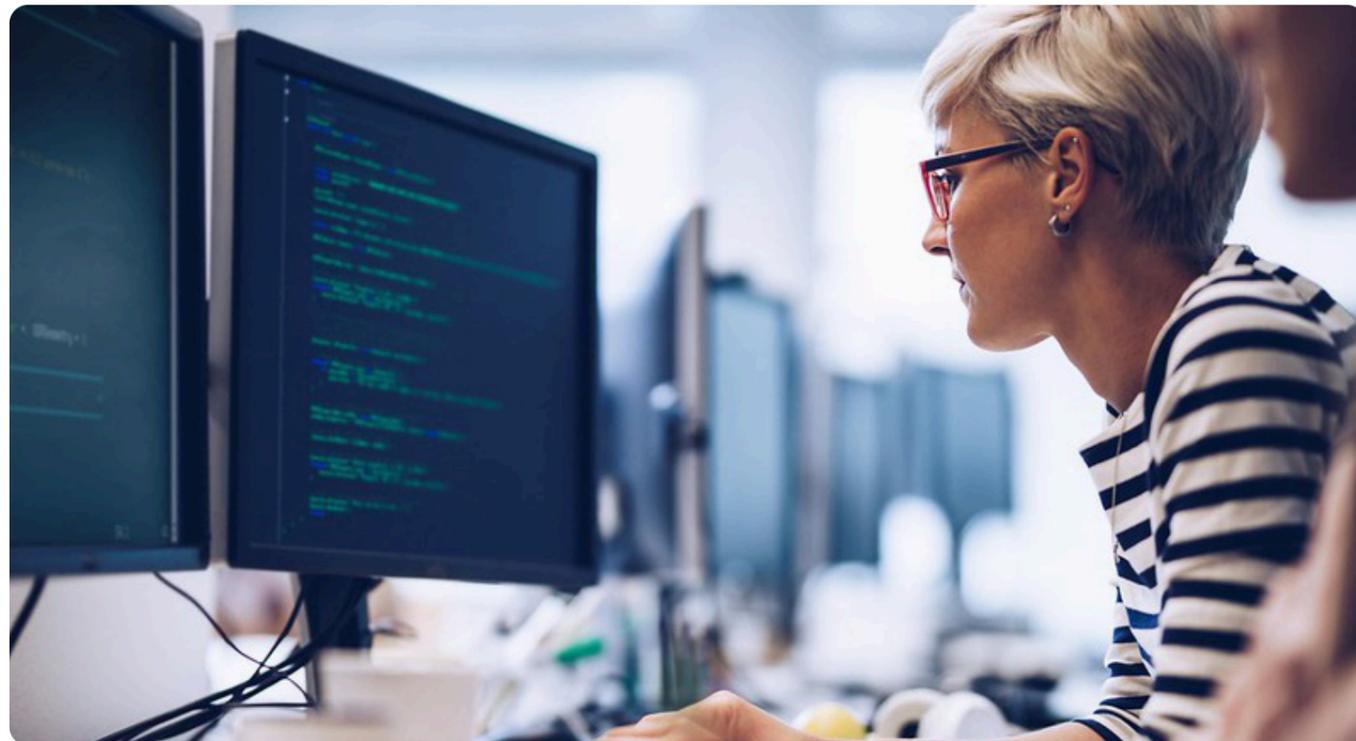**Portfolio & Programme Management**

Orchestrate complex, interdependent programmes of work. Guide project business cases through governance processes, lead planning and scheduling of portfolio delivery, and coordinate project delivery resources. Work effectively with existing PMO and Strategic Projects Office, applying the University's project management methodology. Lead identification, mitigation and management of portfolio risks and remain accountable to the Senior Responsible Owner for delivery.

Stakeholder & Third-Party Management

Build and maintain effective relationships across boundaries. Manage third-party relationships, including Infosys and other key suppliers. Demonstrate strong stakeholder management at all levels and liaise with key leaders and staff across the University to maintain momentum.

Business Case Development & Communication

Articulate value and secure support for change. Write coherent, compelling business cases with appropriate organisational input. Articulate complex technical and strategic concepts clearly to diverse audiences and produce high-quality documentation for governance and decision-making.

The **Candidate**

Essential Requirements

Qualifications and Training
- Education to degree level or equivalent
- Project/programme management training/qualification or structured experiential learning

Knowledge and Experience
- Experience of successful scoping, designing, implementing and evaluating significant, whole-organisation change programmes in a large, complex organisation
- Strategic awareness, able to demonstrate both grip and focus on a portfolio, identifying and prioritising what is critical from a mass of detail
- Expert knowledge of best practice in change management that is underpinned by having applied it in a professional setting
- Prior experience of working in a complex organisation with multiple stakeholders
- **Background in BOTH digital AND change projects** (this combination is essential)
- Experience managing complexity: concurrent activities, interdependencies, multiple stakeholders, resource complexity, technical interdependencies

Desirable Requirements
- Experience of working with academic staff or in an academic environment
- Previous higher education sector digital transformation experience (though not essential if complexity demonstrated elsewhere)

Skills and Aptitudes
- **Driven personality with relentless focus on delivery and progress**
- Proven leadership and people management skills, able to inspire and lead people to deliver programmes and sustainable change
- Excellent interpersonal and communication skills at all levels including with senior staff
- Proven programme and project management skills, able to structure programmes and coordinate delivery
- Ability to think strategically and be a credible thought leader at all levels of the organisation
- **Ability to 'roll sleeves up'**, not just strategic oversight but active engagement in delivery
- **Can cut through resistance** and maintain momentum
- **Willing to build what good looks like,** not seeking highly structured, pre-defined frameworks

What We're Really Looking For

Complexity over scale. We're seeking someone who has managed multiple concurrent projects with complex interdependencies, diverse stakeholder groups, resource complexity and technical interdependencies, rather than someone who has managed large-scale programmes with simple structures.

Hands-on strategic leadership. Someone who combines strategic vision with the willingness to be actively involved in delivery, working directly with teams, removing blockers and driving results.

Builder and creator. Someone who wants to define and build new approaches, not implement someone else's framework. You'll create and shape the portfolio operating model and establish how digital transformation is delivered at Bath.

Life in Bath

Bath is a city that seamlessly blends history, culture, and modern living. Known for its stunning Georgian architecture and Roman-built baths, this UNESCO World Heritage Site offers a unique living experience.

Lifestyle and Amenities

Living in Bath means enjoying a vibrant cultural scene, with numerous museums, galleries, and theatres. The city is also famous for its festivals, including the Bath Literature Festival and the Bath International Music Festival. For those who enjoy the outdoors, the surrounding countryside provides beautiful landscapes for walking, cycling, and other recreational activities.

Transport and Connectivity

Bath is well-connected by public transport, with regular train services to London, Bristol, and other major cities. The city's compact size makes it easy to get around on foot or by bike. Additionally, Bath's strategic location offers convenient access to major business hubs, making it an ideal place for professionals who travel frequently.

Family and Wellbeing

Bath boasts excellent facilities for maintaining a healthy and balanced lifestyle. The city is home to numerous parks, spas, and wellness centres, providing ample opportunities for relaxation and recreation. For families, Bath offers a safe and nurturing environment with top-rated schools, family-friendly activities, and a strong sense of community.

Your **Application**

Timeline

Application Deadline: Wednesday 7th January 2026

Shortlisting: Monday 12th January 2026

Interviews: Monday 19th January 2026

THE INTERVIEW AND SELECTION PROCESS

- Initial meet and greet conversation
- Formal panel interview with senior leadership team

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Scan QR or follow the link to apply:
https://www.bath.ac.uk/jobs/AS13228

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