Programme Manager

Department	National Manufacturing Institute Scotland (NMIS) (https://www.nmis.scot/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	469923
Reports To	Head of Programme Delivery	Grade:	7
Salary Range:	£33309 - £40927	Contract Type:	Fixed Term (12 months)
FTE	1	Closing Date	23/08/2022

Job Advert

The University of Strathclyde is a leading international technological institution and has a long history of working with industry to deliver strong business growth from access to research and innovation expertise. The latest major initiative continuing to deliver on this track record is through the National Manufacturing Institute Scotland (NMIS).

NMIS is a group of industry-led manufacturing research and development facilities transforming skills, productivity and innovation, helping to make Scotland a global leader in advanced manufacturing. At the heart of the Advanced Manufacturing Innovation District Scotland in Renfrewshire; it is operated by the University of Strathclyde and supported by Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise, High-Value Manufacturing Catapult, Skills Development Scotland, Scottish Funding Council and Renfrewshire Council.

The Programme Management Office (PMO) is part of the NMIS Operations Group that provides a framework of management and support for project and programme delivery. An opportunity for a Programme Manager role has emerged as part of recent changes to the PMO structure and team.

You will work with Technical team project leads to ensure that projects are undertaken within the financial and resource constraints available and you will monitor and manage project progress, ensuring that the contracted outputs are delivered to the customers' satisfaction. You will contribute to the coordination of the overall programme financial management of the core research programmes. These activities will ensure that the NMIS delivers against customer requirements and expectations thereby promoting on-going research funding opportunities growth in the NMIS research project portfolio.

To be considered for the role you will be educated to a minimum of degree level (or equivalent experience), with substantial project management experience within a relevant research or manufacturing environment e.g. industry, commerce, the public sector or the higher education sector. You will have experience in project management processes and system development, implementation and operation and you will have proven analytical and interpretational skills with experience of collating, writing and presenting complex reports. You will be an excellent communicator with confidence in presenting to diverse audiences with an ability to effectively transfer skills and knowledge to others. You will have the ability to co-ordinate team activities, work as part of a team, and influence a variety of stakeholders.

Job Description

Brief Outline of Job:

The Programme Manager will work within NMIS programme management team to provide leadership of programme management of research and knowledge exchange projects. This will be undertaken by working closely with colleagues, customers, funding bodies and other stakeholders.

You will work with project leads to ensure that projects are undertaken within the financial and resource constraints available, and you will monitor and manage project progress, ensuring that the contracted outputs are delivered to the customers' satisfaction. You may also be required to take on project management duties, depending on the nature of the project. You will contribute to the coordination of the overall resource and financial management of NMIS project portfolio. These activities will ensure that NMIS delivers against customer requirements and expectations thereby promoting on-going research funding opportunities, a growth in the NMIS research reputation and ultimately growth in the project portfolio.

Main Activities/Responsibilities:

1.	Work with NMIS technical team project leads to ensure the effective project management of a portfolio of research projects ensuring that deliverables are provided within the timescales and resource constraints of each project, taking action as required.
2.	When required, project manage research projects alongside a technical lead, ensuring projects are delivered within the time, scope and budget as agreed with the customer.
3.	Monitor the progress of each project against the agreed plan (milestones, deliverables, spend etc.) and where applicable use problem solving skills to identify strategies/solutions to address any deviation from the plan.
4.	Facilitate the change control process for projects where the requirements for completion vary from the original plan. Help manage customer expectations throughout this process and ensure that revised plans are achievable with the resources and budget available.
5.	Co-ordinate the delivery of project progress and financial reports for customers and stakeholders, including funding bodies (e.g. Innovate UK). Attend regular meetings to liaise with and advise the project delivery team, finance team and other stakeholders.
6.	Co-ordinate and support risk management practices by working with project leads to ensure that risk registers are maintained and actions to mitigate risk are identified and followed through. This will include identifying and making recommendations, for improvement and providing specialist advice on professional guidelines. Where appropriate, escalate risks to senior responsible owners.
7.	Co-ordinate and support Intellectual Property management including maintaining IP registers for background IP, supporting identification, protection and exploitation of foreground IP, NDA management and publication release, and advise/inform stakeholders accordingly, through the application of specialist advice.
8.	Provide regular project progress reports to Senior Management team and to governance boards in line with reporting routines.
9.	Contribute to the development of new and enhanced operational procedures, make a contribution to wider departmental procedures and policies and contribute to long term strategic/planning activities.
10.	Click here to enter text.

Person Specification

Educational and/or Professional Qualifications
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1	A first degree in a relevant subject, or equivalent experience
D1	A higher degree with a research element, in a relevant subject
D2	Additional Education/qualifications in a relevant technical subject area
D3	Additional Education/qualifications in project management

Experience

E2	Demonstrable project management experience, with an established track record within a relevant research or manufacturing environment e.g. industry, commerce, the public sector or the higher education sector
E3	Experience in programme management processes and system development, implementation and operation.
E4	Knowledge and experience of risk management.
E5	Experience of collating, writing and presenting complex reports – financial and progress reports
D4	Knowledge and experience of IP management
D5	Direct experience in academic and industrial research or manufacturing environment

Job Related Skills and Achievements		
E6	E1	Ability to work autonomously and plan and prioritise own workload with minimal input from higher management
E7		Confidence in presenting to diverse audiences with an ability to effectively transfer skills and knowledge to others
E8		The ability to co-ordinate team activities with colleagues at a range of levels across the organization.
E9		Knowledge of how fundamental and applied research is conducted and of related project management.
Personal Attributes		
E10		Proven analytical and interpretational skill, including the ability to effectively transfer knowledge to others
E11		Excellent verbal and written communication skills
E12		The ability to influence a variety of stakeholders
E13		The ability to work as part of a team

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Christopher Lewis, Head of Programme Delivery (Christopher.lewis@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Interviews

Formal interviews for this post will be held on a date to be confirmed.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.