

Manufacturing Skills Academy – Assistant Skills Project Lead – STEM & Early Careers

Department	National Manufacturing Institute Scotland (NMIS) - https://www.strath.ac.uk/workwithus/nationalmanufacturinginstitutescotland/		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	469581
Reports To	Head of Skills Capability	Grade:	6
Salary Range:	£28756 - £32344	Contract Type:	Open Contract
FTE:	1	Closing Date	Sunday, 21 August 2022
Holidays	31 days + 11 statutory days Option to purchase additional holidays	On Site Facilities	Car parking
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required		
Family Friendly Benefits	Generous parental leave provision and options for flexible working		
Health and Wellbeing	Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies		
Location	India of Inchinnan Building, Inchinnan. However, this position offers hybrid working, and the opportunity for hours to be worked flexibly		

Job Advert

The National Manufacturing Institute Scotland (NMIS) is an industry-led international centre of manufacturing expertise where industry, academia and the public-sector support bodies work together to transform skills, productivity and innovation making Scotland and the UK a global leader in advanced manufacturing. NMIS will accelerate innovation by enabling manufacturing companies to trial and test new processes, new applications and demonstrate new manufacturing technologies and techniques at an earlier stage as well as encouraging supply chain collaboration at the research stage of product development.

The Manufacturing Skills Academy (MSA) within NMIS seeks to appoint a STEM & Early Careers Assistant Skills Project Lead to support work with employers, training providers and Public Sector Agencies to ensure the manufacturing workforce has the necessary skills required for today and for jobs in the future.

The successful candidate will provide STEM & Early Careers skills advice and guidance, and support on skills proposals and project design, development and delivery and build relationships across the Scottish and UK STEM and Early Careers skills landscape.

This is a unique opportunity to undertake a challenging role within a major project.

To be considered for the role you will be educated to a minimum of HNC/HND level in a related discipline or have equivalent experience in a similar role. You will have sufficient breadth or depth of knowledge in the STEM & Early Careers Skills landscape and skills development overall and you will have experience of working with industry, education, academia and the public sector. You will have a developing ability to conduct individual project work, to disseminate results and to prepare funding proposals. You will have good interpersonal, presentation and written communication skills, including the ability to effectively transfer information and knowledge to others and an ability to build successful high-quality relationships with a wide range of stakeholders

*This post is advertised as 1 FTE however, part time working can also be considered. This post is available from August 2022.

Job Description

Brief Outline of Job:

To provide STEM & Early Careers skills advice and guidance and support on skills proposal and project design, development and delivery and build relationships across the Scottish and UK STEM and Early Careers skills landscape.

Main Activities/Responsibilities:

1.	As part of the MSA group, support the design, development and delivery of STEM & Early Careers skills proposals and projects and contribute to other broader MSA projects, with guidance from MSA colleagues as required.
2.	Represent STEM & Early Careers skills thinking within the MSA to industry, business, education and the public sector as required. Build relationships with other STEM & Early Careers skills individuals and bodies across the educational landscape in Scotland and the UK
3.	Support the identification of sources of funding and contribute to securing funds for STEM & Early Career skills initiatives, including drafting grant proposals and planning for future proposals.
4.	Join external networks to share information and ideas and inform the development of wider STEM & Early Career skills objectives.
5.	Provide STEM & Early Careers skills advice to MSA colleagues, peers and external stakeholders, responding to and independently resolving a range of standard and ad hoc requests for STEM & Early Careers information, seeking support as required
6.	Collaborate with NMIS & MSA colleagues on the development of knowledge exchange activities by, for example, participating in initiatives, which establish STEM & Early Careers skills research links with industry and influence public policy.
7.	Co-ordinate and facilitate project and subject workshops (comprising of both NMIS staff and external stakeholders)
8.	As required, collaborate with NMIS colleagues to ensure that STEM & Early Careers skills research advances inform MSA pedagogy and teaching strategies.
9.	Contribute, as required, to administrative and management functions
10.	Engage in Continuous Professional Development

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 Educated to a minimum of HNC/HND level in a related discipline, or with relevant experience in a similar role.

Experience

E2 Sufficient breadth or depth of knowledge in the STEM & Early Careers Skills landscape and skills development overall as required by NMIS MSA.

E3 Experience of working with industry, education, academia and the public sector

D1 Experience of financial management and controlling budgets.

E4 Experience in supporting and coordinating the delivery of projects

Job Related Skills and Achievements

- E5 Good interpersonal, presentation and written communication skills, including the ability to effectively transfer information and knowledge to others.
- E6 A developing ability to conduct individual project work, to disseminate results and to prepare funding proposals.
- E7 An ability to build successful high-quality relationships with a wide range of stakeholders
- E8 An ability to handle confidential information securely and sensitively.
- E9 Proven ability to manage and prioritise workload as well as competing demands from stakeholders. Proven analytical and interpretational skills.
- E10 Proven analytical and interpretational skills.
- D2 Awareness of skills developments within Industry/Public Sector/Further & Higher Education and within the overall external professional environment which impact on the role

Personal Attributes

- E11 Ability to communicate with a range of stakeholders (e.g. academic and non-academic partners, Scottish Government, project stakeholders, general public, media etc)
 - D3 Continuous development of post holders own specialist/technical/professional capability and expertise through professional study and/or practical application and experience
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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/workforum>).

Informal enquiries about the post can be directed to Jim Hannigan, Head of Skills Capability (james.hannigan@strath.ac.uk)

Conditions of Employment

Conditions of employment relating Administrative and Professional roles can be found here: [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 are anticipated to be held on the week commencing Monday, 29 August 2022.

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.

