

# Operations Manager

Centre	Lightweight Manufacturing Centre (LMC), part of the National Manufacturing Institute Scotland (NMIS) ( <a href="https://www.nmis.scot/">https://www.nmis.scot/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Administrative and Professional	Reference No	471065
Reports To	LMC Director	Grade:	8
Salary Range:	£43,414 - £53,353	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	11 December 2022
Holidays	31 annual leave & 11 public holidays Option to purchase additional holidays		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required		
Family Friendly Benefits	Generous parental leave provision and options for flexible working		
Health and Wellbeing	University Sport centre, 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		

## Job Advert

The Lightweight Manufacturing Centre (LMC) seeks to recruit an Operations Manager to oversee the functioning of the centre. This is a brand new role, and part of the continuing growth of the Centre.

The Lightweight Manufacturing Centre (LMC) was established in 2019 near Glasgow's International Airport by the One Scotland partnership of agencies and is anchored within the University of Strathclyde under the National Manufacturing Institute Scotland (NMIS) umbrella, where it has the status of a Specialist Centre.

The LMC is the embodiment of over £7 million collaborative investment by Industrial, Academic and Government partners to establish a world leading research facility for light weighting technologies. The LMC, opened within Westway Industrial Park, Renfrew will relocate to purpose-built facilities in the area within the next twelve months. NMIS is an industry-led international centre of manufacturing expertise with advanced materials, design and engineering techniques.

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 Lightweight Manufacturing Centre and the National Manufacturing Institute Scotland (NMIS). NMIS is a lead organisation in the UK's High Value Manufacturing Catapult network.

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.

Reporting to the LMC Director, the Operations Manager will provide leadership and management across the LMC, ensuring that the LMC undergoes continuous improvement and adaption to reflect the needs and requirements of a modern-day manufacturing with best in practice processes. You will manage all operations, business processes, facilities management, HSE, quality, programme management and the team of technicians. You will be pivotal in the transition planning and move of the LMC to a new facility near Glasgow Airport.

You will be responsible for the appropriate resource and capacity planning of all activities within the LMC to ensure project deadlines are met. Supporting the LMC's strategic objectives you will liaise directly and work closely with the LMC Director, NMIS Operations Director and the Health & Safety Advisor to ensure the LMC adheres to HSE policies and procedures under ISO 45001.

To be considered for the role you will be educated to a minimum of degree level in a relevant Engineering discipline or have significant equivalent experience. You will have significant knowledge and experience of operations management within a manufacturing or research environment; machining, fabrication, forging/forming, composites etc. You will have a strong customer focus and a logical, analytic, systematic, and creative approach to solving complex problems. You will have managerial experience including leading a varied team. You will have excellent written and verbal communication skills with the ability to interact with a range of stakeholders, strong organisational skills with the ability to delegate effectively and a proven ability to lead, to manage change where required, inspire confidence, encourage a team-based approach, and build effective working relationships.

Please note that due to the requirement to travel between sites and visit partner organisations, you must have a full driving licence and access to your own vehicle.

## Job Description

### Brief Outline of Job:

To provide leadership and management across the LMC's operations. To provide input and develop the LMC's vision and strategic plans for operational excellence and activities in alignment with NMIS objectives in support of providing an outstanding customer experience, internationally leading research, and knowledge exchange impact. Strategic planning includes development of policy and procedures to meet short term operational and service targets and creation of longer-term vision and strategy for delivering operational excellence and value for money. Responsible for the short-term and day-to-day delivery of the LMC's operations.

In addition to developing and influencing strategic LMC activities, the post holder will participate in wider NMIS and University initiatives that are of strategic operational importance including space, resources and facilities initiatives and potential sharing.

### Main Activities/Responsibilities:

1.	Operational excellence – The LMC has a continuous improvement approach for operational enhancements aimed at maximising resources, improving service levels and streamlining systems and processes. The post holder will be responsible for delivering operational excellence and continuous improvement, including continuous professional development and wellbeing of colleagues and students.
2.	Supervise and manage technical staff based in the workshop, ensuring that work is carried out to specification and support team members to ensure that individual contributions are maximised.
3.	Internationally leading research – the postholder will plan and manage adequate space and facilities to accommodate for the LMC's research activities and liaise, and where necessary co-ordinate, with research centres such as the AFRC, NMIS, CMAC and WARC , as required.
4	Ensure that LMC/NMIS business process is followed and auditable during operations, by all staff, both on programmes and internally.
5.	World-leading innovation and impact – the postholder will, where required, support academic and research colleagues to enable delivery of this aim, including continuous professional development and distance learning support such as IT, IS and marketing.
6.	Global engagement – the postholder will provide strategic and overall leadership to the LMC's marketing and international recruitment initiatives.
7.	Develop a vision and strategic plans for operational activities in alignment with LMC/NMIS objectives in support of excellence in teaching and the student experience; research; and knowledge exchange.
8.	Organise and manage the provision of operational services and resources (including space and facilities) with the aim of ensuring the provision of world class learning and teaching environments and an efficient and collaborative research environment.
9.	Management and leadership of cross functional LMC/NMIS support staff across a range of specialist fields including Administration, Information Technology and Technical functions. Includes working with team leads in the identification of existing and future skills and development/implementation of improvements in staff capability in alignment with LMC strategic plans.
10.	Provide professional advice and support to the LMC's Director and other members of the LMC Team to ensure effective governance, planning and strategy development within the areas of student experience, innovation and impact, research and/or global engagement. This includes being lead liaison for annual planning process, analysing relevant information, modelling options and reporting on the potential financial and operational impact.
11.	Advise and support the LMC Director on annual and longer-term budget planning for operational and wider LMC strategic planning activities. Preparation of budget proposals and development of business cases for strategic investment initiatives. Authority and responsibility for revenue and capital budgets and resources in areas of responsibility.

12.	Manage staff welfare issues, which are covered by documented procedures, recognising when the matter should be referred to a superior or when advice specialised would be required. Manage annual leave within the workshop team and organise sick leave cover, when required.
13.	Develop and maintain LMC technical operational procedures and planned preventive maintenance for workshop equipment. Ensure that appropriate technical equipment is in place to effectively meet LMC business objectives.
14.	Ensure that health and safety requirements are met within the workshop. Maintain, update, and record all health and safety documentation working closely with the LMC Health and Safety Officer. Ensure that risk assessments, maintenance schedules and any other relevant documentation are stored / displayed in accordance with approved procedures. Act as the responsible person on health and safety documentation.
15.	Liaise with the Programme Delivery Team to understand the upcoming pipeline of work and to establish the relative priorities. Plan available resources within the workshop accordingly to ensure work is completed by the agreed deadline and ensure that the work meets/exceeds the expectations of the industrial partners/clients.
16.	Work closely with LMC staff to ensure the development of new or novel techniques and procedures within the technical service.
17.	Oversee the work of apprentices when based within the workshop.
18.	Undertake training on specialised equipment; co-ordinate and, where appropriate, provide training to staff on equipment within the workshop. Coordinate and maintain training records for equipment within the workshop, identifying competent users for equipment after training has been completed.

## 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 degree level in a relevant subject; or significant, equivalent experience

E2 Qualification in Health & Safety. e.g., IOSH,

D1 Further qualifications in people management and/or leadership

### Experience

E3 Experience of working within a manufacturing or research environment; machining, fabrication, forging/forming, composites etc.

E4 Experience of supervising the work of others (technicians/apprentices)

E5 Experience of developing and maintaining operational procedures and planned maintenance (PPM) for workshop equipment

E6 Experience of budgetary control

E7 Proven experience of maintaining and updating HSE procedures and records

### Job Related Skills and Achievements

E8 An ability to work independently, referring only unusual problems to senior colleagues

E9 Significant experience of and understanding of health and safety regulations and procedures

E10 Experience of training others to operate within specified standards.

D2 Experience of managing relationships with subcontractors

D3 Knowledge of composite manufacturing processes

### Personal Attributes

E11 Excellent verbal and written communication skills with an ability to interact with a range of stakeholders

E12 Able to make decisions within an appropriate level of authority, with line manager/supervisor involved in decision making only when necessary

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## Other Relevant Factors

D4 Full, valid driving license

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## Application Procedure

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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

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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 Iain Bomphray, LMC Directo ([iain.bomphray@strath.ac.uk](mailto:iain.bomphray@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](#).

### Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

### Probation

Where applicable, the successful applicant will be required to serve a 12 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](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

### 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.

