

Project Manager

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	363892
Reports To	Head of Programme Delivery	Grade:	7
Salary Range:	£32,817 - £40,322	Contract Type:	Fixed Term (3 years)
FTE:	1	Closing Date	Wednesday, 28 April 2021

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. 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. NMIS is based 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.

An emerging NMIS initiative is the Digital Process Manufacturing Centre (DPMC), a nationally significant innovation centre created at i3 in North Ayrshire, using the Ayrshire Growth Deal funding as a catalyst for its creation. The focus of the DPMC will be to demonstrate, develop and deliver digital technology to support the UK's process manufacturing sector's digital challenges. Industry partners engaging with the DPMC will have the opportunity to improve productivity gains, to improve their compliance performance and to help reduce their carbon footprint.

This is an exciting opportunity to be part of an initiative that will help drive the industrial and economic health of Scotland and the UK.

The Project Manager will be a key role for the DPMC's successful delivery. The postholder will be responsible for coordinating activity and providing effective project management leadership as well as working with a range of internal stakeholders and external partners. The role includes significant responsibility for helping define, develop and communicate user requirements for the physical infrastructure, working closely with departmental colleagues across the University e.g. Estates, Procurement and Legal.

To be considered for the role you will be educated to a minimum of Degree level in a relevant discipline or have significant relevant experience in a similar role. You will have experience of managing large and complex projects involving a number of stakeholders, good communication skills, with the ability to influence a wide range of stakeholders and you will have good problem solving abilities demonstrating an ability to apply initiative and judgement.

Due to the location of the DPMC in Irvine, North Ayrshire, it is expected that there will be a significant requirement to travel to/from and/or be based at the i3 site at various times throughout its development and establishment, therefore a driving licence and access to your own vehicle is essential.

Job Description

Brief Outline of Job:

To provide project management leadership and support for the establishment for new foundational capability development infrastructure related to the processing industrial sector.

Main Activities/Responsibilities:

1.	Develop and manage an overall project plan derived from approved business cases liaising closely with internal and external partners including national and local economic agencies and industrial partners.
2.	Coordinate University of Strathclyde and NMIS activity across all work streams; to monitor and track progress ensuring input is provided at appropriate times and all aspects are delivered in line with overall expectations
3.	Manage and report risks and issues arising within the various project and programme governance frameworks, working closely with colleagues and partners to mitigate risk and resolve issues, escalating as appropriate.
4.	Fulfil communication plan requirements by providing regular monitoring updates and report on progress against objectives and overall planning status
5.	In reference to physical infrastructure, lead the consultation of key user requirements to inform the design, scope, and operational plans to ensure stakeholder needs are met and provide sufficient flexibility to adapt to future requirements.
6.	Liaise closely with Marketing and Communication colleagues to ensure that key messages are agreed for project exploitation and dissemination events and that communication plans are executed in a timely manner.
7.	General troubleshooting of any problems as and when they arise - in conjunction with project team colleagues and project partners, as necessary. Identify and make recommendations for improvement (e.g. in policies and procedures).
8.	Undertake duties in line with safety, health and wellbeing arrangements and to attend appropriate training associated with the role.
9.	Undertake other duties as appropriate to the role.

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 equivalent relevant experience in a similar role

E2 Project Management qualification

Experience

E3 Experience of managing large and complex projects with multiple stakeholders

E4 Experience of developing short and long term operational / day-to-day plans in line with a broader programme of activity

E5 Experience problem solving, using initiative and judgement with recourse to seniors, as required.

E6 Experience of project finance and budget management.

E7 Experience of developing systems and processes in support of project delivery

Job Related Skills and Achievements

- E8 Excellent interpersonal skills, presentation skills and written communication skills, including the ability to effectively transfer skills and knowledge to others.
- E9 Good communication and influencing skills with the ability to influence decision making at a senior level
- E10 Proven ability to manage and prioritise workload as well as competing demands from stakeholders; exercise professional judgement, where there are varied priorities and a high level of ambiguity
- D1 Fundamental understanding of the processing manufacturing sector and digitally enabling technologies.

Personal Attributes

- E11 Excellent interpersonal skills with an aptitude for working with staff of all levels of seniority.
- E12 Personal resilience with the ability to own, lead and drive multi channels of activity

Other

- E13 Driving licence and access to own vehicle

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview 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 Chris Lewis, Head of Programme Delivery, Christopher.Lewis@strath.ac.uk

Conditions of Employment

Conditions of employment relating to Professional Services Staff 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](#).

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 women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

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.

