



Interim Head of Programme Management

Centre	National Manufacturing Institute Scotland (NMIS) (www.nmis.scot/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	627802
Reports To	NMIS COO	Grade	10
Salary Range	£66,857 - £70,918	Contract Type	Fixed Term (24 months)
FTE	1	Closing Date	23/10/2024
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).	On Site Facilities	Car parking, on-site shower facilities, reflection room.
Holidays	31 days + 11 statutory days Option to purchase additional holidays.		
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, on-campus nursery 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 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).

As a magnet for innovation in advanced manufacturing, the National Manufacturing Institute Scotland (NMIS) group of specialist R&D centres, supports manufacturing, engineering and associated tech businesses of all sizes, to thrive domestically and internationally through accelerating productivity, embracing new digital technologies and achieving net-zero targets.

We turn smart ideas into reality and deliver ground-breaking research.

Coming from diverse backgrounds and disciplines, our passionate team works alongside industry, academia, and the public sector to solve problems, train the workforce of the future and generate the creative ideas that will transform manufacturing.

Ultimately, we are growing the economy, developing a vibrant and skilled talent pool and helping create prosperous, sustainable communities.

We are seeking an exceptional individual to lead NMIS's Programme Management activity as we work to develop and deliver the NMIS 2030 Plan. Reporting to the NMIS Chief Operating Officer, the Head of Programme Management will manage the operational aspects of a growing programme management team and will lead the shaping of NMIS's programme management strategy to ensure continuing organisational success and growth. They will work closely with the Group's technical and operational leads as well as the Senior Management Team (SMT), the post holder will play a key role in the wider NMIS leadership team.

The Head of Programme Management will be responsible for leading the development and/or introduction of effective programme management tools; processes and working practices; developing PM skills and leadership competencies across NMIS; driving efficient and effective programme delivery; monitoring PM performance across NMIS; establishing effective integrated delivery mechanisms with customers, strategic partners & members; leading the PM continuous improvement programme, as well as taking the early PM lead on major projects to ensure the objectives are clear and effective delivery plans are established from day one.

Professionally qualified and with a strong track record in project management and business transformation, you will have leadership experience and a proven ability in delivering against challenging targets and of achieving excellence in service delivery. With great communication and influencing skills and a passion for continuous improvement, you will demonstrate the ability and drive to lead and improve a highly professional team as part of a dynamic, fast-moving manufacturing research centre with an ambitious vision and growth potential.

Job Description

Brief Outline of Job:

Responsible to the NMIS COO, the Head of Programme Management will provide strong and supportive leadership of the NMIS Programme Management team, as well as developing and managing the NMIS's programme management strategy to ensure continuing organisational success and growth.

The Head of Programme Management will provide functional leadership across all NMIS PM activities and be responsible for ensuring NMIS Major Projects are launched in an effective and robust manner. This will involve working closely with the NMIS' Leads and Senior Management Team (SMT), industry customers, universities, funding bodies, and the wider stakeholder community to ensure NMIS delivers on its programme commitments, generates a growing portfolio of funded programmes and delivers significant industrial impact.

Main Activities/Responsibilities:

1.	Responsible to the NMIS COO for providing strategic and operational programme management leadership. Representing, as required, the COO on PM activity, across the NMIS governance framework (especially with the NMIS Board), with funding groups (especially HVMC), and with the University, as necessary, which may include reporting to the HVMC Board, the University Executive Team and University Court.
2.	Initiate and drive progressive change and development of programme management systems, policies and procedures across NMIS. Developing automated system solutions to significantly improve PM task efficiency from project scoping, costing and resource planning through to change control, financial management, performance monitoring and customer feedback.
3.	Provide leadership for the Programme Management function to ensure reliable, efficient, effective, cohesive support to NMIS, setting the overall standards of service and being responsible for ensuring these are met.
4.	Develop plans to address issues escalated by the programme management team and oversee the implementation of actions to prevent recurrence. Develop/improve the capability of staff within the PM team and other staff involved in PM activity. Act as a senior point of escalation.
5.	Accountable for developing and leading effective PM activity across NMIS by appointing, leading, managing, developing and motivating staff within the Programme Management team. Manage and support people's work productivity, performance, wellbeing and development, to maximise their contribution and enable personal growth.
6.	Use technical, financial and project management skills to help shape and plan major Commercial and CR&D projects that are feasible and compelling, including clear guidance on essential programme execution mechanisms.
7.	Establish comprehensive PM related training and support for all levels across the whole NMIS team, monitor compliance to defined processes and establish continuous improvement plans.
8.	Monitor project delivery performance by developing effective project delivery metrics and trackers. Provide regular performance updates for the NMIS leadership team, stakeholders and the NMIS Board to support effective management decision making including the preparation of timely, accurate and complete reports.

9.	Facilitate load/capacity planning across NMIS, ensuring that Programme Managers and Team leads work together to ensure robust plans are created and executed. Support identification and implementation of resourcing strategies at a team and business level (e.g. recruitment, subcontracting etc.) to close any gaps with appropriately skilled resource. Ensure that information is collated and presented to senior management to facilitate strategic decision making at an NMIS level to mitigate critical issues and facilitate growth.
10.	Establish and monitor effective change control and risk management processes across NMIS. Where necessary lead significant replanning and problem resolution activities, including managing customer expectations.
11.	Work closely with the NMIS senior leadership team and senior colleagues to devise, lead and support key strategic projects in support of NMIS's Strategy. Take an active role as a member of the NMIS Leadership Team.
12.	Build a strong network internally and externally, to enable exchange of opportunities and improvement ideas, forming strong trusted relationships with customers, suppliers and delivery colleagues to enable effective collaboration.
13.	Work closely with the finance team to establish effective costing tools, cost control mechanisms, claims processes, earned value analysis tools, and project close out procedures.
14.	Utilise understanding of government agencies and the wider funding landscape to ensure companies and NMIS teams are advised appropriately in relation to developing the most compelling business cases and robust delivery mechanisms.

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 Good first degree in a relevant subject

D1 Formal project management qualification equivalent to PRINCE2 Practitioner or Association of Project Management (APM) Project Management Qualification (PMQ)

Experience

E2 Significant experience of working in or with industry in a leadership role

E3 Track record of achievement at a senior professional level with proven ability to influence and shape strategic and operational delivery, preferably in an industrial manufacturing environment

E4 Extensive project management experience, with an established track record within a relevant manufacturing or research environment e.g. industry, commerce, the public sector or the higher education sector

E5 A track record of contributing to enhanced organisational performance through management of complex stakeholder relations

E6 Proven experience of managing change and ability to plan and shape the direction of specialist or professional area of activity

E7 Extensive knowledge and experience of applied risk management

E8 Significant experience of working in or with industry in a capability development role (or similar role in a similar environment)

E9 Significant experience of working with UK manufacturing industry across different supply chains and from SME's and OEMs

E10 Experience of project management and delivery in a technical/industrial environment

E11 Experience of delivering projects, and proposals and writing succinct business reports and presentations suitable for industrial customers

E12 Experience of developing compelling strategic plans and business proposals and ensuring their successful delivery

D2 Experience in project management process and system development, implementation and operation

Job Related Skills and Achievements

E13 Track record of successfully translating industry needs in to R&D projects or proposals

E14 Experience of planning and organising own and others' workload effectively with limited supervision from senior colleagues

E15 Broad experience of listening, engaging and persuading, and presenting complex information in an accessible way to a range of audiences including senior management

D3 Practical experience of industry led research or innovation projects and preferably associated funding routes

Personal Attributes

E16 Excellent verbal and written communication skills, with an ability to interact and influence a variety of stakeholders

E17 Strong, inspirational and motivational leadership and management skills, with demonstrable success in positively influencing staff and in achieving results through others

E18 Personal credibility and gravitas and the skill to work collaboratively, fostering relationships and influencing a broad range of internal and external partners

E19 An engaging personal style which is aligned with the University's Values and conducive to successful consensus building

E20 Energy, drive and robustness with a passion for continuous improvement

E21 Demonstrable ability to understand and resolve complex problems

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 Alastair Conway, Head of Operations (a.p.conway@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.

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.



Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2024 is £70,296 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2024