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.

the place of useful learning
The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

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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 compete 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.