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Modern Apprentice – Business Development Systems

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	801942
Reports To	Senior Business Development Systems Manager	Grade	Modern Apprentice
Salary Range	£24,547 per annum	Contract Type	Fixed Term (24 months)
FTE	1 (35 hours/week)	Closing Date	28/05/2026
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	NMIS Netherton Site (3 Netherton Sq., Renfrew, PA3 2EF) with travel to other NMIS sites as required.		



Job Advert

The University of Strathclyde 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 Opportunity

NMIS seeks to recruit a Modern Apprentice in Business Development Systems. This is an exciting opportunity to learn and develop in a fast-paced, rewarding environment. As a Modern Apprentice (Business Development Systems), you will follow documented procedures and undertake a broad range of activities to assist the NMIS Membership Engagement Manager and Business Development Process Managers in their day-to-day activity, gradually taking over responsibility for elements of data-gathering and reporting. You will assist in capturing and tracking all enquiries coming into the centre, liaising with Business Development Leads to provide regular status updates, data-gathering, relevant company information for inclusion in database and associated analysis of data for management reports.

To be considered for this role, you will have a minimum of 4 Nat 5's at A, B and C (or equivalent) which must include English, Mathematics and either Administration or Computing subject. You will be motivated and enthusiastic with good interpersonal skills and the ability to work well as part of a team. You should be able to demonstrate excellent attention to detail and above average IT skills, including a knowledge of Microsoft office suite of packages.

The Modern Apprentice programme is co-ordinated within the University and gives the successful candidate and opportunity to "earn and learn" as they will achieve an SQA qualification during the 2-year programme.

Please note that this post is located within the National Manufacturing Institute Scotland Group facilities within the Advanced Manufacturing Innovation District Scotland (AMIDS) in Renfrewshire (near Glasgow airport). The Innovation District has limited public transport services.

Job Description

Brief Outline of Job:

With guidance, as required, provide support to the NMIS Membership Engagement Manager and Business Development Process Managers in their day-to-day activity. This includes assistance in capturing and tracking all enquiries coming into the centre, liaising with Business Development Leads to provide regular status updates, data-gathering relevant company information for inclusion in database and associated analysis of data for management reports.

Main Activities/Responsibilities:

1. Following established processes, assist the NMIS Membership Engagement Manager with maintaining and capturing all membership enquiries to NMIS. As well as logging the enquiry, you will also carry out research to establish the size, location and areas of expertise of the company.
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2. Following established processes, assist Business Development Systems Managers to maintain the process for capturing and tracking all enquiries into the Centre, including checking Company details on Companies House/Endole/Fame websites and updating database, as appropriate.

 3. Following established processes, all membership enquiries must be tracked on a weekly basis. This will require working with colleagues in teams across NMIS to ensure that information is provided in a timely manner to the organisation and any responses are logged as appropriate.

 4. Following established processes, assist the Business Development Systems Managers to maintain the process for capturing and tracking Collaborative Research and Development opportunities and proposals.

 5. With training and guidance, as required, assist the Business Development Systems Managers in the transition and integration of current spreadsheet-based trackers into the new Customer Relationship Management System Microsoft D365.

 6. With training and guidance, assist the NMIS Membership Engagement Manager in the transition and integration of current spreadsheet-based NMIS Membership tracker into the new Customer Relationship Management System Microsoft D365.

 7. With guidance, as required, assist in the implementation and maintenance of a Customer Relationship Management System (CRMS) for the Centre, including data entry, as appropriate.

 8. Provide day to day assistance to the NMIS Membership Engagement Manger by organising meetings, issuing documents, contacting existing members, organising events with members, all as appropriate.

 9. Attend daily BD Enquiries Meetings.

 10. Shadow the Business Development Systems Managers as they develop reports to the AFRC Leadership Team and quarterly to the High Value Manufacturing Catapult, Innovate UK, AFRC Members and other stakeholders, on business development activities, patterns and trends.

 11. Shadow the Business Development Systems Managers as they develop costings in University systems and providing quotations for all commercial projects.

 12. Other duties as required in support of the NMIS Membership Engagement Manager and Business Development Team and consistent with the grade and the workload.

 13. To undertake your duties in line with departmental safety, health and wellbeing for example working with AFRC colleagues to ensure that working space is well-organised, clean and adheres to health & safety regulations.

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 Minimum of 4 Nat 5's at A, B and C (or equivalent) which must include English, Mathematics and either Admin or Computing subject

D1 Higher Grade qualification or equivalent

D2 ECDL Standard Certification

D3 ECDL Advanced Certification

Experience

E2 Working knowledge of Microsoft Office packages (Excel, Word, Outlook)

D4 Previous administrative experience

Job Related Skills and Achievements

E3 Excellent communications skills both verbal and written

E4 Excellent numeracy skills

D5 Ability to manage competing priorities effectively

Personal Attributes

E5 Good organisational, communication and interpersonal skills and the ability to engage with a variety of people

E6 Attention to detail, ability to work accurately

E7 Ability to work effectively as a flexible member of a team

E8 Willingness to learn new skills

E9 Good customer service skills with a pleasant and helpful manner

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of two referees who will be contacted without further permission, unless you indicate 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.

The University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you require any reasonable adjustments or support at any stage of the recruitment or application process, please contact us at humanresources@strath.ac.uk, and we will be happy to assist you. This includes supporting you with the option to submit a paper application or a CV instead of completing the online application form.

Interviews

Formal interviews for this post will be held in June 2026.

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

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 Abid Hussain, Senior BD Systems Manager (abid.hussain@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

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Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 31 days, in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
 - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Pre-Placement Health Screening

If you are offered a job with us, you'll be encouraged to let us know about any disability, medical condition, or neurodivergence you have by completing a confidential pre-placement health questionnaire. Completing the questionnaire is entirely voluntary but by doing so we can put in place the right support and make any reasonable adjustments before you start.

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join 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

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+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an [Athena Swan Silver award](#), recognising our commitment to support and transform gender equality within higher education and research.

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.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.



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Conditions of Employment

Modern Apprentice

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.

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. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

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/policies/. 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 probation period for posts in this staff category is 6 months. Further guidance on probationary procedures is published at www.strath.ac.uk/staff/policies/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/staff/policies/hr.

2. SALARY

The University has standard salary rates for modern apprenticeships. The current rates are detailed in individual appointment letters.

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

3. TRAINING AGREEMENT

Modern Apprenticeship appointments are also governed by a Training Agreement which is held and administered by the Organisational and Staff Development Unit. This agreement outlines the responsibilities and requirements of both parties and includes an associated training plan. Modern Apprentices are required under this agreement to undertake training, attend courses and carry out such work as may be required in order to achieve the selected framework outcomes specified in the individual training plan.

4. 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.

5. 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 11 public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for 4 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 5 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 5 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.

6. 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.

7. 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 2026 is £74,208 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 SharePoint \(staff login required\)](#). Full information regarding USS can be found on the USS website – www.uss.co.uk.

8. 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.

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.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

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

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least one month's notice, in writing, on either side. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the administration of the University. Modern Apprenticeships will expire at the end of the period specified in the appointment letter without the necessity for notice.