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Head of Skills Programmes - NMIS

Centre	National Manufacturing Institute Scotland, https://www.strath.ac.uk/workwithus/nationalmanufacturinginstitutescotland/		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	363542
Reports To	Stewart McKinlay, Skills Director	Grade:	10
Salary Range:	£60905 - £64605	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	09/05/2021

Job Advert

The National Manufacturing Institute Scotland (NMIS) is a bold and ambitious industry-centred project to create an international centre of advanced manufacturing expertise and excellence where industry, academia and public-sector support agencies work together to transform skills, productivity and innovation, making Scotland and the UK a global leader in advanced manufacturing.

NMIS is a truly collaborative project, with partners including the Scottish government, Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, the Scottish Funding Council, Renfrewshire Council and the UK government through the High Value Manufacturing Catapult. The University of Strathclyde is the host University for NMIS, which will link to the wider academic communities in Scotland through the Scottish Research Partnership in Engineering and across the UK High Value Manufacturing Catapult network.

NMIS will encompass a dedicated facility that will house the Manufacturing Skills Academy (MSA), Digital Factory 2050 and the Innovation Collaboratory. Along with this dedicated new facility, existing and developing research centres will also be part of the broader NMIS Group including the Advanced Forming Research Centre (AFRC) and the Lightweight Manufacturing Centre (LMC).

The Manufacturing Skills Academy is seeking to recruit a Head of Skills Programmes to lead the development and delivery of NMIS education, training and skills programmes, providing expert leadership and guidance to support the growth of the Institute. The Head of Skills Programmes will develop and administer the core teaching and skills programmes for the Manufacturing Skills Academy alongside the Skills Director with support from Head of Skills Capability, and implement appropriate systems for NMIS education, training and skills management, to ensure high-quality delivery to key stakeholders.

To be considered for the role, you will be educated to a minimum of Degree level in a relevant discipline, have extensive relevant leadership experience with the ability to manage and develop multiple groups of professionals with varying backgrounds and levels of experience; have an established technical and commercial experience within the skills and teaching industry; experience of contributing to the development and delivery of strategy; experience of leading the development and delivery of educational and training programmes that have significant impact, preferably within engineering/manufacturing and industry; a

proven track record in securing funding for large scale teaching/training programmes; proven change management skills; experience of working with and influencing senior partners within both the academic and industrial environment; and demonstrable ability to play a key role within a collaborative environment. You will have established links with industry, learned societies, government and/or relevant Chartered/professional bodies; excellent interpersonal and communication skills, with ability to affect behavioural change and build relationships; and personal attributes and style which reflect the University's Values.

Brief Outline of Job:

The Head of Skills Programmes – NMIS will lead the development and delivery of NMIS education, training and skills programmes, providing expert leadership and guidance to support the growth of the Institute. The successful candidate will develop and administer the core teaching and skills programmes for the Manufacturing Skills Academy alongside the Skills Director with support from Head of Skills Capability, and implement appropriate systems for NMIS education, training and skills management, to ensure high-quality delivery to key stakeholders.

Main Activities/Responsibilities:

1.	Work with a range of external partners including Skills Development Scotland, SRPe and further and higher education providers to define and develop the overall NMIS Skills Programme portfolio, aligned to the future of manufacturing in Scotland and NMIS strategic plan and targets.
2.	Lead the development and implementation of the NMIS Skills programmes, providing leadership and guidance for colleagues and communicating with senior colleagues and Committees, internally and externally.
3.	Lead the delivery of NMIS Skills Programmes and targets associated with this, working closely with other members of the MSA Leadership Group (where appropriate) to ensure that appropriate programmes and resources are in place to satisfy anticipated demands.
4.	Contribute to the development of a strategic framework for academic quality for the Manufacturing Skills Academy, taking cognisance of relevant quality frameworks associated with the University, SDS and other partner organisations. Ensure that methods of teaching and learning and related pedagogic practices are reviewed in response to student need, new demands and developments in learning technology, including further development of digital delivery as appropriate
5.	To build and nurture a network of industrial contacts across relevant sectors with the aim of building relationships that can be utilised to define the NMIS Skills Programme delivered by the Manufacturing Skills Academy (and associated partners);
6.	Work with marketing and communications to colleagues ensure that NMIS Skills Programme is visible within the manufacturing and skills landscape, including presentation and engagement at industry events;
7.	Utilising market research, develop and lead the core teaching and skills programmes for the Manufacturing Skills Academy, focusing on CPD, EngD, Foundation, Modern and Graduate Apprenticeships and Masters.
8.	Identify and implement appropriate resourcing for the NMIS Skills Programme, to ensure the delivery to stakeholders (industry and participants) of a range of high-quality skills outputs at the forefront of manufacturing technologies;
9.	Monitor the NMIS Skills Programme objectives and targets in line with NMIS and University strategy, and responsible for producing, implementing and monitoring high level business plans for own specialist area. Work in collaboration with the Skills Director and Head of Skills Capability to develop a five year business plan for the MSA.
10.	Liaise and interact with relevant University academic activities and grow industry partnerships and support development. Provide high level advice and expertise to professional colleagues and external stakeholders, being the subject matter expert to foster links with other industries where knowledge and innovation can be utilised;
11.	Act as the NMIS Skills Programme representative on internal and external groups as appropriate including the NMIS Leadership Group and other University panels or groups as required.
12.	Proactively support and advise Skills Director deputising where appropriate;
13.	In conjunction with Skills Director, lead the development and growth of the Institute with a particular focus on skills, and manage and develop a team of professional experts which contribute to the development of the NMIS Skills strategy.
14.	Champion the equality and diversity agenda, including active engagement with initiatives such as Athena Swan;
15.	Undertake the role and lead others in reflecting the University's Values.

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 relevant discipline;

D1 PhD in a relevant discipline or equivalent professional experience

Experience

E2 Extensive relevant leadership experience with the ability to manage and develop multiple groups of professionals with varying backgrounds and experience levels;

E3 Established and related technical and commercial experience within the skills and teaching industry;

E4 Experience of contributing to the development and delivery of strategy;

E5 Experience of leading the development and delivery of educational and training programmes that have significant impact, preferably within engineering/manufacturing and industry

D2 Experience in financial planning and controlling budgets;

Job Related Skills and Achievements

E6 Proven track record in securing funding for large scale teaching/training programmes;

E7 Proven change management skills

E8 Experience of working with and influencing senior partners within both the academic and industrial environment

E9 Demonstrable ability to play a key role within a collaborative environment and evidence skills that motivate both academic and industry stakeholders;

E10 Established links with industry, learned societies, government and/or relevant Chartered/professional bodies.

Personal Attributes

E11 Excellent interpersonal and communication skills, with ability to affect behavioural change and build relationships;

E12 Personal attributes and style which are reflective of the University's Values.

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 Jim Hannigan, Head of Skills Capability (james.hannigan@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 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.

