



# Centre & Industrial Engagement Manager

Department	National Manufacturing Institute Scotland (NMIS) ( <a href="http://www.nmis.scot/">www.nmis.scot/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Knowledge Exchange	Reference No	684372
Reports To	Senior ReMake Theme Lead	Grade	8
Salary Range	£46485 - £56921	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	18/02/2025
Working Arrangements	Fully On-site. Due to the nature of this role, it is based fully on-site.	On Site Facilities	Car parking, sports centre, catering.
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 <a href="#">Organisational and Staff Development Unit</a> (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 Centre and Industrial Engagement Manager will manage the overall day-to-day running of the ReMake Value Retention Centre (RVRC), a major investment towards accelerating UK's green economy agenda led by the University of Strathclyde in collaboration with the Universities of Exeter and Sheffield.

The "ReMake" Value Retention Centre (RVRC) will take a transdisciplinary, systems-level approach focussing on high-integrity sectors. It will:

- Address "ReMake" (remanufacture, refurbishment, repair, reformatting, reuse) technical challenges via innovation in circular design, remanufacturing and inspection.
- Enable increased ReMake adoption, with traceability, standards and policy.
- Embed culture change via an understanding of risk and uncertainty and new ReMake business models.
- Address significant skills challenges by developing the future ReMake workforce, from apprentices to executives, across the supply chain.
- Leverage existing ecosystems and build new ones to accelerate commercialisation and investment in ReMake high-integrity applications.

You will be responsible for managing the day-to-day operations of this cross-institutional strategic Centre including project and financial management, working closely with the Centre Director and Project Co-leads to support and shape delivery of the Centre and identify new opportunities. You will oversee the Centre's extensive programme of external engagement with

industry, government, policy organisations and academia, facilitating an ongoing dialogue with project partners around their technical and business challenges and identifying opportunities for knowledge exchange and translation of the Centre’s research. The position requires excellent project and relationship management experience and offers extensive industry-facing networking opportunities, and an opportunity to support an ambitious and transformative programme of cross-disciplinary research and commercialisation activities contributing to the development of the circular economy.

## Job Description

### Brief Outline of Job:

To lead and manage the operational delivery of the ReMake Value Retention Centre (RVRC), putting systems in place to manage cross-institutional and multidisciplinary collaborators and deliver a high standard of governance; to play a key role in developing and implementing strategies for industrial engagement and collaboration, including identifying and securing funding opportunities; to facilitate knowledge exchange in ReMake at a national and international level; to engage with industry partners to address technological challenges and drive translational opportunities; to lead project teams across various work packages; and to carry out (senior) administrative tasks.

### Main Activities/Responsibilities:

1.	Manage and coordinate the RVRC governance process, preparing regular reports (financial, risk register, progress updates, engagement and output logs etc.) engaging with stakeholders as appropriate.
2.	Develop and implement systems to deliver robust project management across the partner institutions within agreed timescales, budgets and scope.
3.	Provide comprehensive project management support to the Project Lead, including project planning, monitoring of progress against KPIs, deliverables, milestones and outputs, financial management, data management and responsible research and innovation monitoring.
4.	Create and maintain the project risk register, undertaking regular reviews to identify and manage risks and mitigations and highlight issues.
5.	Ensure effective coordination within the Centre across institutions, disciplines and Platform and Demonstrator activities through regular communications and problem solving with the project team and arranging training and events as required.
6.	Liaise with host institution professional services colleagues e.g. finance, contracts to ensure adherence to local processes and timely sharing of information and proactively identify opportunities to improve administrative systems, processes and procedures.
7.	Act as the key contact for all external stakeholders, managing effective liaison and communications via the project website, email and in-person interactions. Liaise with RVRC and Business Development colleagues to deliver a coordinated stakeholder management approach.
8.	Proactively manage engagement with related research activities and circular economy initiatives to facilitate cross-learning and best practice sharing.
9.	Deliver Centre events including an annual mini conference, demonstrator days and industry workshops.
10.	Act as the key funder contact for the Centre, providing information and attending events as required.
11.	Support the identification and development of knowledge exchange, translation, commercialisation and follow-on-funding opportunities.
12.	Identify and resolve of a wide variety of complex issues using specialist knowledge and a high degree of initiative.
13.	Undertake any other reasonable duties as required by the line manager.

## Person Specification

	<b>Educational and/or Professional Qualifications</b> (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)	<b>Essential/ Desirable</b>	<b>Assessment Method</b>
E1	Good first degree (minimum class 2:1) and PhD (or equivalent significant professional experience in a relevant industry setting) in a relevant discipline e.g. Engineering, Circular Economy, Manufacturing	Essential	Application/CV

D1	Incorporated / Chartered Engineer/Scientist, Member of professional body in an appropriate discipline.	Desirable	Application/CV
<b>Experience</b>			
E2	Experience of working in a fast-changing and fast-paced environment.	Essential	App/CV/ Interview
E3	Experience of managing a portfolio of complex UKRI projects across the full lifecycle with a successful track record of delivery.	Essential	App/CV/ Interview
E4	Experience of financial management, budgeting and forecasting.	Essential	Application/CV
E5	Experience in delivering a customer focused service.	Essential	Interview
E6	Knowledge of project management techniques and tools and experience in designing project management processes.	Essential	App/CV/ Interview
D2	Knowledge of the Higher Education organisations, and their purpose, infrastructure, policies and contractual legislation.	Desirable	Application/CV
E7	Knowledge of UKRI policy and investment landscape	Essential	App/CV/ Interview
E8	A thorough understanding of grant management processes.	Essential	Interview
D3	Knowledge and understanding of interrogating and maintaining databases.	Desirable	Application/CV
D4	Experience of devising and delivering a research data management plan	Desirable	Application/CV
D5	Worked in or with high integrity sectors	Desirable	Interview
E9	Demonstrable evidence of ability to work autonomously and plan own workload	Essential	Interview
E10	Experience of working across sectors and/or organisational boundaries	Essential	Application/CV
<b>Job Related Skills and Achievements</b>			
E11	Project management – both short-term deadline driven and longer term involving multiple conflicting deadlines and coordination across multiple organisational units.	Essential	App/CV/ Interview
E12	Excellent time management skills with an ability to prioritise competing demands and multiple projects.	Essential	Application/CV
E13	Proven exceptional verbal and written communication and organisational skills to produce clear project management documents and stakeholder focused content, presented in an engaging and constructive manner.	Essential	App/CV/ Interview
D6	Ability to provide advice and guidance in relation to funder requirements.	Desirable	Application/CV
E14	Ability to build and manage business relationships bridging between higher education and partners from industry and charity organisations.	Essential	App/CV/ Interview
<b>Personal Attributes</b>			
E15	Excellent written and verbal communication skills, with an ability to interact with a range of stakeholders in both industry and academia.	Essential	Application/CV
E16	Ability to influence stakeholders, internally and externally, at varying levels and ability to convey compelling arguments with complex technical information.	Essential	App/CV/ Interview
D7	Demonstrable ability to line-manage, as required	Desirable	Application/CV
E17	Experience of disseminating results and contributing to research and commercial proposals.	Essential	App/CV/ Interview
E18	An ability to work as part of a team, through participation in collaborative projects.	Essential	Interview
D8	Ability to develop new areas and manage associated ambiguity as new research themes emerge.	Desirable	Application/CV
E19	Excellent organisational skills and attention to detail.	Essential	Application/CV
<b>Other Relevant Factors</b>			
E20	Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.	Essential	Interview

## 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 Dr Andreas Reimer, Senior ReMake Theme Lead ([andreas.reimer@strath.ac.uk](mailto:andreas.reimer@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Knowledge Exchange 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](#).

### PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

### Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

### 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 TBA.

### 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

## Knowledge Exchange Staff

### 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 Universities 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 Knowledge Exchange Staff. 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](http://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 <http://www.strath.ac.uk/staff/policies/hr/>.

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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](http://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 the 12 month anniversary of their appointment. Where this is not the first of the month, the increment will be paid on the first of the month directly

after the 12 month anniversary. This allows 1 progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

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

### 3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The University Court recognises that Knowledge Exchange staff carry out their duties in a variety of ways appropriate to the nature of their role, but expects work to generally be performed during normal working hours on week days. There are exceptions to this pattern which may involve contact at other locations or in the evenings, or at weekends, but these arrangements will be made with the agreement of the member of staff concerned.

Duties may, by arrangement with Head of Department/School/Director, include some teaching associated with the post (up to a maximum of 40 hours per semester) for which no additional payment will be made.

Additional work which does not fall within the scope of that described above may by arrangement attract payment which must be authorised and processed through the payroll.

### 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/Director 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:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
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](http://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](mailto: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](http://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 <http://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](http://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 notice 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 months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2024