



Portfolio Manager

Department	National Manufacturing Institute Scotland (NMIS) (www.nmis.scot/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	676532
Reports To	Chief Technology Officer	Grade	9
Salary Range	£58596 - £65814	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	18/02/2025
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).	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.

As a member of the NMIS CTO group the Portfolio Manager will support development and delivery of NMIS's research programmes ensuring that NMIS remains at the forefront on manufacturing innovation nationally and internationally through

leading the HVMC interface and NMIS overarching roadmaps. They will oversee the coordination of HVMC strategic projects and budgets aligned to the NMIS strategy and industry collaborative research, providing the vision, leadership and drive to ensure NMIS delivers transformational capabilities to Scottish Industry, working with the wider HVM Catapult network to deliver similar improvement across the UK. The NMIS portfolio manager will support embedding processes and promote a culture that will deliver a well-informed and bold research strategy.

This role is a fantastic opportunity for a strong portfolio leader to significantly accelerate digital manufacturing innovation and industrial application across a wide range of manufacturing sectors, many of which are currently failing to change at a pace that will allow them to remain globally competitive, or even survive.

This role will require candidates who have the right blend of leadership, technical understanding, people skills and business acumen to deliver programme commitments and achieve the impact expected from our government, academic and industrial stakeholders.

Job Description

Brief Outline of Job:

The NMIS Portfolio Manager will provide leadership and influencing to realise NMIS' planned growth, coordinating the portfolio and roadmaps supporting the research strategy for NMIS and those of its specialist centres. They will be accountable to the NMIS CTO and will report regularly to the SMT on portfolio and associated matters while working closely with the CTO Sector and Technology Champions for a fully aligned NMIS approach. As a member of NMIS they will operate to University and NMIS policies and processes to deliver agreed NMIS strategic objectives.

Main Activities/Responsibilities:

1.	Lead and maintain the technical roadmaps for NMIS including equipment and facility needs based on technical and sectoral understanding, ensuring alignment with impact and benefit to industrial partners and research capabilities of NMIS and academic capability across Scotland
2.	Lead the construct of the strategic projects portfolio with strong HVMC and NMIS centres engagement to deliver product, technology and research requirements to the strategic activities of both NMIS and the faculty close coupled with the Technology and Sector Champions
3.	Lead and deliver monthly outputs to the full NMIS community of the NMIS portfolio including the technology roadmaps receiving input from the programme management team for maximum knowledge exchange within the NMIS community
4.	Support the CTO with input to develop the core research programmes for DF2050 and the Innovation Collaboratory, defining budget levels and staff resources across themes, and securing significant funding to support core budgets through national and international collaborations
5.	As part of the NMIS CTO team, contribute to the planning and delivery of the NMIS CTO activity and recruitment of staff within the Institute with a particular focus on HVMC strategic project and technology roadmap definition for research and innovation
6.	Support, development and implementation of appropriate systems for NMIS R&D management, to ensure the delivery to members and clients of a range of high-quality outputs at the forefront of manufacturing technologies
7.	Provide technical leadership in the delivery of NMIS objectives and targets, working closely with other members of the NMIS CTO/ CSCO/ COO teams to ensure that appropriate capabilities and resources are in place to satisfy anticipated demands
8.	Liase with other NMIS Group research areas to ensure alignment of research strategy to the broader NMIS offering
9.	Liase with the NMIS Skills team on NMIS educational offering including doctorate programmes, CPD and related programmes for portfolio, road mapping and thought leadership
10.	Disseminate NMIS research outputs to industrial partners, and the research community through leading international journals and other appropriate media, thereby contributing to the NMIS profile in manufacturing innovation
11.	Manage and develop relationships with HVMC, senior industry sector leaders in manufacturers, university and research centre leaders, and programme managers in funding agencies, supporting the establishment of a leading standing in appropriate research circles
12.	Champion the equality and diversity agenda, including active engagement with initiatives such as Athena Swan

13.	Undertake role and lead others in keeping with the University's Values
14.	Support establishment of processes that ensure high skills & knowledge retention especially on high market value skills
15.	Support the CTO with development of a sustainable annual business plan, which is aligned to the strategic objectives of the Centre. Deliver the implementation of the business plan in the portfolio and roadmapping definition, including input to defining appropriate targets and key performance indicators, with regular business reviews and reporting of progress to plan
16.	Enhance NMIS profile both nationally and internationally, and promote NMIS to potential members and clients, trade bodies, government agencies, funding bodies and research networks
17.	Ensure NMIS at all times complies with its legal, regulatory and contractual obligations, including University policies and procedures.

Person Specification

Educational and/or Professional Qualifications		Essential/Desirable	Assessment Method
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)			
E1	Good honours degree and PhD or substantial professional experience in appropriate discipline/s.	Essential	Application/CV
D1	Membership of relevant Chartered/professional bodies (including the Higher Education Academy).	Desirable	Application/CV
Experience			
E2	Extensive relevant technical/research leadership experience with the ability to manage multiple groups of professionals with varying backgrounds and levels of experience.	Essential	App/CV/Interview
E3	Extensive people leadership experience including supporting the development of professionals from different technical backgrounds.	Essential	Application/CV
E4	An extensive track record of achievement in industry-relevant research.	Essential	Interview
E5	Proven track record in developing, securing and managing large scale and complex research programmes.	Essential	App/CV/Interview
E6	Experience in financial planning and controlling budgets.	Essential	App/CV/Interview
Job Related Skills and Achievements			
E7	Proven track record of building and managing senior level relationships and excellent networker with a strong network across private industry, public, third and innovation sectors.	Essential	App/CV/Interview
E8	Exceptional communication skills with the ability to articulate a vision and describe complex technical issues in an understandable and persuasive manner.	Essential	Interview
E9	Proven understanding of the academia-industry interface and how to transfer innovative concepts to solutions that meet the needs of industry.	Essential	Interview
E10	Ability to work collaboratively, foster relationships and influence a broad range of national and international partners.	Essential	App/CV/Interview
Personal Attributes			
E11	Ability to think strategically and contribute at a senior level to NMIS.	Essential	Interview
E12	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/workforum>).

Informal enquiries about the post can be directed to Coreen McCubbin, Chief Technology Officer (coreen.mccubbin@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