



## ADVANCED MANUFACTURING INNOVATION CENTRE

**Position:** Project Manager  
**Reference:** 25/112695  
**School/Department:** Advanced Manufacturing Innovation Centre  
**Report to:** Head of Operations

### AMIC

AMIC - a £100M investment through the Belfast Region City Deal - is a collaborative, innovative powerhouse of advanced manufacturing set to elevate our region globally.

We are supporting economic growth and prosperity for Northern Ireland by creating high quality jobs and increasing inward investment through high value manufacturing innovation clusters.

We are driving industrial transformation, paving the way for future technologies and competing globally with a more sustainable focus.

### JOB PURPOSE AND IMPACT:

We are recruiting an enthusiastic, highly motivated individual with proven managerial and technical knowledge to manage the DigitAl ManufactUring Transformation PlatforM (DATUM) project.

DATUM is a project focussed on engaging with companies in the management and expansion of applied research, innovation and knowledge transfer in Digitised Manufacturing and Industry 4.0 funded by SEUPBs through PEACEPLUS (Innovation Challenge Fund) and is delivered by AMIC in partnership with Irish Manufacturing Research (IMR).

As DATUM Project Manager, the post holder will be a dedicated project manager for the DATUM project responsible for coordinating the delivery of the PEACEPLUS DATUM project in line with contractual responsibilities to the funder, Special EU Programme Board (SEUPB). The post holder will coordinate the project across all partners liaising with staff and acting as a contact point between the Lead Partner, Project Partners and funders. The post holder will define and

maintain the standards for the DATUM project and support the administration and delivery of the project. The postholder will ensure the risks and issues are monitored for quality, the recruitment and procurement procedures are adhered to, and financial controls are in place in line with University and funders processes and procedures.

The post holder will provide specialist project management leadership, delivery and expertise to ensure successful delivery of the DATUM project.

The postholder will be based in the AMIC Project Office but will work collaboratively with colleagues from across the wider Faculty, University functions and external stakeholders to deliver the DATUM project that will transform manufacturing capability and productivity across the region.

#### **MAJOR DUTIES:**

1. Work with and support the Project Partners to ensure fulfilment of contractual responsibilities of DATUM to the funding body.
2. Ensure a thorough knowledge and understanding of the challenges and opportunities faced by DATUM external partners by developing and sustaining strong relationships with key staff.
3. Oversee and facilitate all aspects regarding the management of the DATUM project including governance, grant management, dissemination and internal/external communications
4. Develop and implement the DATUM project with key stakeholders (with clear milestones and deliverables) and regularly report on progress against budget, milestones and dependencies and project objectives.
5. Identify, manage and, where appropriate, escalate emerging risks associated with the project and develop and implement strategies to manage these. Assess and manage the impact of change requests or modifications to agreed project deliverables.
6. Oversee, collate and edit inputs for quarterly reporting, interim and final reports ensuring they are submitted on time.
7. Undertake strict financial management of the DATUM budget, including monitoring of spend against budget lines in alignment with the Grant Agreement, oversight of financial claims and procurement with the support from the QUB Finance Team.
8. Oversee, collate and edit inputs for quarterly reporting, interim and final reports ensuring they are submitted on time
9. Manage any sub-project/workstream activities and dependent sub-groups to ensure that the project deliverables are successfully realised, also ensuring effective reporting between sub-groups and to/from the relevant project governance bodies.
10. Manage key areas around engaging with manufacturing companies and oversee the application of tools to evaluate digital maturity, identify opportunities for digital

improvement and develop Digital Transformation Roadmaps and in some instances the development and delivery of Collaborative Innovation projects.

11. Prepare and present appropriately detailed reports in relation to relevant workstreams and regarding overall project performance and progress. Deliver briefings for internal and external stakeholders.
12. Build relationships, influence and negotiate with project partners to ensure effective communication and progress between meetings/visits etc.
13. Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees, and appropriate publications.
14. Pro-actively liaise with key service users to establish and implement strategic service requirements and priorities. Drive and strengthen external engagements and relationships with commercial partners, suppliers, government bodies/funders and academic institutions.
15. Manage the communications strategies to support the DATUM project including organising visits, workshops and relevant events, working closely, and engaging with a range of stakeholders.
16. Undertake any other tasks associated with DATUM project.

**ESSENTIAL CRITERIA:**

1. Honours Degree in relevant field (Science, Engineering, Business or Project Management).
2. Significant recent experience of:
  - Leading, managing and reporting on complex projects
  - Planning and delivering projects on time and within budget with evidence of strong resource management
  - Engaging and consulting with industry, identifying opportunities for improvement and providing advice on solutions
  - Collaborative working in multidisciplinary research & development teams
  - Assisting in securing revenue or funding to support research and development.
3. Ability to communicate complex information to a range of audiences through effective written reports and presentations,
4. Ability to build effective and productive relationships and interact with others including senior academic staff, and senior industry and government executives
5. Strong problem-solving skills
6. Willingness to travel - Some working outside of standard working times and national or international travel may be required to meet the responsibilities of the post and needs of stakeholders. It should be possible to plan and schedule for this activity 90% of the time.

**DESIRABLE CRITERIA:**

1. Postgraduate and/or professional qualification in a relevant discipline
2. Experience of working with international OEMs and SMEs.
3. Understanding theory and demonstrated application of process mapping, Lean thinking and modern manufacturing philosophies.
4. Evidence of technical excellence and understanding of fundamental engineering concepts as evidenced by major project outcomes, reports, or publications, patents or product designs.
5. Experience that demonstrates specialist knowledge in the discipline and of research and development methods and techniques to work within established research programmes.
6. Theory and implementation of Digitised Manufacturing with experience using relevant software packages and associated manufacturing technologies.
7. Specific knowledge and experience in related technical areas such as machine connectivity, enterprise systems, data visualisation and analysis, machine learning and cyber security.
8. Familiarity with process cost estimating / modelling, costing philosophies.
9. Experience with manufacturing automation.
10. Familiarity in the theory and application of Artificial Intelligence in a manufacturing environment.
11. Familiarity in the application of commercial digital manufacturing/simulation software tools.
12. Experience in building and developing teams.