

Candidate Information

Position:	Bryden Centre Operations Manager
School/Department:	School of Chemistry and Chemical Engineering
Reference:	19/107199
Closing Date:	Friday 15 March 2019
Salary:	£40,792 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
Duration:	Available until 31 December 2021

JOB PURPOSE:

To work in partnership with the Bryden Centre Director, relevant University School/Colleges, Graduate Schools, and University Professional Support Services within host Universities as well as other partners and industry, to support the delivery of the Bryden Centre for Advanced Marine and Bioenergy Research which is coordinated by Queen's University of Belfast in partnership with Ulster University, University of Highlands and Islands, AFBI, Letterkenny Institute of Technology, Donegal County Council and Dumfries and Galloway Country Council. The centre is supported by the EU's INTERREG VA Programme and managed by the Special EU Programmes Body (SEUPB).

To act a primary admin/managerial support to the Centre Director for the operational delivery of the Centre, encompassing governance and accountability to funders, student experience, and operational effectiveness.

MAJOR DUTIES:

1. To manage Centre researcher business and aspects of the Bryden student experience across all partners within the centre (UHI, LTYIT, UU, AFBI and QUB), including support of specific recruitment when applicable, and common training which falls outside the standard host University training. This is required in order to ensure a first-class PhD experience for students and supervisors associated with the centre.
2. To provide specialist guidance in the management of Energy related projects to academics and students on areas within the scope of the Centre, including the interests and concerns of industrial partners.
3. Work with the academic lead in the development, implementation and governance of the research and dissemination plans and to identify opportunities to develop a portfolio of intellectual property arising from Bryden centre activities.
4. To actively promote the centre's image, brand and international profile including acting as a spokesperson at public media events (TV, radio etc.), when required, as well as represent the centre at relevant regional and international conferences/exhibitions.
5. To carry out a high-profile networking role in order to build and enhance relationships with senior executives in public and private sectors which have a remit within the energy space and to identify opportunities and help establish collaborative projects that can respond effectively to the needs of the sector. To use communication skills to pro-actively and independently advance such engagement with all stake-holders (industry, Universities, academics etc), involving directors where appropriate.
6. Liaise directly with regional offices, most notably SEUPB, and partners where required, and assure clear communication of activities and their measurement against Bryden Centre Business Plan KPI's and SEUPB INTERREG VA output indicators (as per the Bryden Centre Phase 2 submission) and to continually monitor the centre's performance against those indicators, and to proactively address failure to achieve targets.
7. Facilitate and manage workshops, programmes and meetings with credibility and skill to ensure that the objectives of these are met.
8. Set quality and professional standards and manage service delivery for the centre and develop operational, management and professional support systems which align with current and future school/faculty requirements.
9. Engage with partner academic supervisors, industry and public sector stakeholders an on-going basis to develop solutions to operational problems.

10. To constantly work to understand any issues raised by the SCAP and develop an appropriate action agenda under the guidance of the Bryden Board.
11. To carry out detailed reviews and analysis of the Centre's performance and evaluate operational performance against the complex multi-faceted objectives of the Centre. Develop and propose solutions to meet targets, and test solutions where they may not be obvious, taking into account constraints from education policies, funding body, industry and academic partners. Present results and put forward recommendations to support decision making, e.g. to the Director/Board, and taking appropriate actions.
12. Oversee and be responsible for specific Bryden training programmes and work with relevant University/training stakeholders to ensure that these are managed and delivered to the required quality standards and that they are delivered on time and within budget. To lead on the planning and support delivery of taught training programme, in particular where external partners contribute and visit the Universities. To support other student-led training and outreach activities, and organise other dissemination events as required. For new training activities where precedents may not exist, develop innovative solutions, workflows and activity scheduling to ensure maximum value is delivered for resources deployed and to meet targets.
13. Organising industry consortium visits, often on short notice. To take into account long-term implications for industry relationships.

Planning and Organising:

1. To be responsible for ensuring that all the reporting requirements of the Centre funding body are met, including recording of all events, outcomes and other data, and coordination and preparation of materials and reports for audits and funding body grant reviews, and to report this clearly using the required EMS.
2. To chair the Scientific and Commercial Advisory Panel (SCAP) meetings and to work with staff to assure that all event management responsibilities are delivered.
3. To plan and organise showcase events with an ambition to grow and promote the Centre in terms of its importance and visibility.
4. To manage students and cohorts, taking into account their strengths and weaknesses to build and lead effective student teams.

Resource Management Responsibilities:

1. To manage the Centre budget efficiently in compliance with University and funding body guidelines, taking into account any external factors which impact the operation of the Centre. Utilising the Universities financial systems to monitor and report on the financial resources of the Centre.
2. To be directly accountable to the Bryden Centre Board for the performance of the Centre against its targets. This includes the management of a financial budget of €9,752k.
3. In consultation with the Director/Board develop a suitable business development strategy for the growth and sustainability of the Centre.
4. Line manage associated financial and administrative staff, and if required PDRAs, within the Bryden Centre. As required appoint and monitor Industrial Research managers/PDRAs with competencies aligned to marine and bio-energy sectors and monitor their progress against targets set by the SCAP and Bryden board.

Internal and External Relationships:

1. To pro-actively work with professional service teams, across the various including Student and Academic Records, Finance, Faculty Operating Service, Research & Enterprise, to manage diverse work load, seek expert advice, and to achieve best possible outcomes.
2. To engage with and continue further development and links to the various stakeholders.
3. To be responsible for managing the relationship between the Centre and related multi-disciplinary research and teaching activities within the various partners. This will involve proactive collection of information on developments across the partners and feeding back relevant information to the Director/Board.
4. To develop, implement and keep-up-to-date a communication strategy including webpages, reports, newsletters, and social media. Engage and manage student teams contributing to communication and outreach.
5. Develop and maintain good relations with all applicants and recruited students.

ESSENTIAL CRITERIA:

1. Relevant first degree in Energy, Engineering, Environmental or Physical Sciences.
2. At least 5 years' relevant experience in project management relevant to the renewable energy sector.
3. Proven ability in delivering and managing projects with multiple stakeholders and extensive budgets which are commensurate to the Bryden Project (20+ organisations, €9.7M). Project management across a broad range of activities.

4. Management reporting - with experience in analysing complex data, assessing key findings and summarising recommendations for senior staff.
5. Event management - successfully planning and hosting events, such as governance committees or research seminars.
6. Demonstrated confidence in delivering complex information and presenting to technical and non-technical audiences.
7. Strong track record in networking and influencing at all levels with proven track record in developing effective working relationships
8. Ability to travel within UK and internationally.

DESIRABLE CRITERIA:

1. Previous postgraduate education experience or postgraduate qualification in management
2. Experience within the Energy sector
3. Experience of working between industry and HE stakeholders.
4. Previous experience and understanding of financial systems and processes.
5. Experience of working with postgraduate students.
6. Previous design and communication experience with webpages, social media, and newsletters.
7. Ability to take initiative and promote ideas and concepts
8. A capacity for patience and tolerance with large numbers of students/staff, always maintaining sensitivity to their needs, particularly at times of peak working under pressure.