

Candidate Information

Position:	Manufacturing Engineer – Project Manager
School/Department:	Northern Ireland Technology Centre (NITC)
Reference:	19/108039
Closing Date:	Monday 27 January 2020
Salary:	£33,797 to £40,322 per annum.
Anticipated Interview Date:	18 February 2020
Duration:	30 months

JOB PURPOSE:

To project manage research, design and research-support activities focussed mainly on manufacturing, working in collaboration with NITC staff, technology providers, national technology centres, academia and industry to deliver key projects. To support and develop project management and delivery strategies for the NITC and industry alike.

MAJOR DUTIES:

1. Support NITC management, academics and project teams to ensure project resources are correctly allocated; track and record progress against milestones, deliverables and budget.
2. Work collaboratively with industry to plan and deliver key collaborative research projects involving partnership with NITC.
3. Independently monitor agreed Faculty projects, and take the initiative to escalate as appropriate potential barriers to delivery, addressing those barriers which fall within their remit.
4. Assist in winning funding from industry and government sources (nationally and internationally) to grow manufacturing research in line with NITC's long term strategic plans.
5. Be the primary point of contact for all project liaison across NITC, Faculty, and the University. Develop networks to share best practice and develop policies and practices which support project delivery Support project teams in the co-ordination and management of appropriate information for reports and audits across ongoing projects.
6. Guide project teams as required including monitoring performance, providing regular feedback.
7. Undertake any other duties that may reasonably be requested by management.

Planning and Organising:

1. A self-starter the role holder will work with minimal supervision, planning and organising own work and the management of conflicting and changing priorities.
2. Monitor progress of self and others in a project setting, ensuring agreed key project initiatives and operational plans are implemented and meet with professional and quality standards.
3. Take lead role in communicating information on new developments and changing priorities to relevant stakeholders to support effective decision making, maximising quality, efficiency and continuity.

Resource Management Responsibilities:

1. Responsibility for project management across significant areas of work, including reporting, financial and quality aspects.
2. Ensure research and development resources are used in an effective and efficient manner.
3. Provide guidance as required to staff and any students who may be assisting with the research project.

Internal and External Relationships:

1. Establish an effective network of internal and external contacts on a range of projects and initiatives relating to the project management of NITC services.
2. Foster, develop and enhance relationships with key stakeholders, e.g. funding organisations, national/international academic and industry partners.
3. Liaise on a regular basis with QUB academic staff, industry, and government.

ESSENTIAL CRITERIA:

1. Honours Degree, HND or equivalent.
2. Previous experience of successful project management, with evidence of oversight and management of core project resources.
3. At least 3 years' experience of project co-ordination maintaining extensive medium term project plans and associated documentation within an engineering, manufacturing or academic environment including:
 - a. Experience of working on relevant technical projects.
 - b. Experience of developing and implementing project management processes and procedures.
 - c. Experience of working on projects with funding from regional, national or EU bodies.
 - d. Co-ordination and delivery of claims, reports and associated audits to funding bodies or government agencies.
4. Competent in the securing and contextualisation of data from multiple sources, development of Apps, reports and dashboards to communicate data effectively to end user.
5. Strong evidence of complex problem solving skills with a proven ability to develop innovative solutions.
6. Excellent understanding of fundamental IOT, data harvesting and storage concepts.
7. Evidence of leading and delivering on multifaceted projects within deadlines and budget, displaying strong resource management ability.
8. Strong ability to co-ordinate and manage a range of projects and tasks and prioritise own workload and that of others to achieve agreed objectives.
9. Proficient in Microsoft Office, especially Excel, Word and PowerPoint.
10. Evidence of communicating complex technical information.
11. Experience of cultivating developing strong interdisciplinary relationships across a wide range of stakeholders.
12. Strong team player who proactively contributes to team objectives.
13. Evidence of ability to exercise initiative and work independently.
14. Work to high levels of accuracy whilst under pressure.
15. Excellent oral and written communication skills, including production of high quality reports and documentation for senior management and external stakeholders.
16. Aligned to University Corporate Values – iCare (integrity, committed, ambition, respect and excellence).
17. Willingness to attend meetings and conferences nationally and internationally as requested, i.e. must be prepared to travel.

DESIRABLE CRITERIA:

1. Relevant post graduate qualification.
2. A recognised Project Management qualification e.g. Prince 2.
3. Experience of working with international OEMs and SMEs.
4. Experience working at senior level in business or academia; and experience in the successful management of large scale government funded projects.
5. A working knowledge and experience within a university, a research environment or experience in a knowledge transfer environment.
6. Experience in data analysis and interpretation.