

## Candidate Information

<b>Position:</b>	Centre Manager - CASE
<b>School/Department:</b>	Chemistry and Chemical Engineering
<b>Reference:</b>	21/108847
<b>Closing Date:</b>	Monday 28 June 2021
<b>Salary:</b>	£41,526 to £51,034 per annum
<b>Anticipated Interview Date:</b>	Wednesday 21 July 2021
<b>Duration:</b>	Available for 27 months or until 30 September 2023 (whichever is soonest)

### Job Purpose:

The Centre for Advanced Sustainable Energy (CASE) is an industry driven collaborative research centre funded under the Invest NI Competence Centre Programme. The Centre Manager will be responsible for the day to day management of the Centre and will report to the School and to the CASE Board. In addition, the Centre Manager will be expected to make a major contribution to the strategic development of the Centre and to work with other major centres and initiatives across the University and the Northern Ireland Innovation community, such as., the planned investments in advanced manufacturing and related carbon net zero initiatives. The Centre Manager will be employed via the host organisation QUB reporting through Prof. David Rooney and the School of Chemistry and Chemical Engineering.

### Major Duties:

#### Finance

1. To manage the Centre in accordance with the main deliverables as outlined in the approved CASE Phase 2 Business Plan and any subsequent iterations of that plan during the remainder of the funding period.
2. To deliver on the financial commitments within the Invest NI funding offer of approximately £3.7m for a 4 year period.
3. Lead the achievement of the mandatory and supplementary KPIs for CASE as outlined in the September 2019 Letter of Offer (and subsequent documentation relating to KPIs in that 4 year period).
4. Work closely with the research finance teams in QUB, Ulster and AFBI to ensure that claims are prepared and issued in an accurate and timely manner on a quarterly basis.
5. Monitor and track CASE finance including (but not limited to) expenditure, cash / fees, in-kind contributions, credit control (where necessary) and forecasting.
6. Identify and highlight any potential or developing issues of concern to the Board and/or School as early as possible.

#### Research

1. To ensure that the CASE research strategy is appropriate and responsive to the industry need, is developed in accordance with the available budget, is regularly reviewed and updated and is delivered in a timely manner.
2. To contribute effectively to the strategic plans of other major centres and business/academia consortia, as appropriate, in order to ensure broader alignment within the sustainability theme and maximise the outputs of CASE.
3. To keep abreast of the challenges facing the sustainable energy sector in Northern Ireland and annually review and adapt the CASE Research Strategy accordingly.
4. Identify, develop and issue calls for new project proposals (in conjunction with the CASE Board).
5. Work closely with the CASE PIs, Research teams and industrial partners to ensure that the research projects are of high research value with a clear route to commercialisation and impact, appropriate to industry, robust and of local and / or international significance. Provide a quarterly update on progress of research projects.
6. Ensure that systems are in place to appropriately evaluate each project proposal and the potential impact of each project on the Northern Ireland economy.
7. In conjunction with the CASE Project & Commercialisation Manager, ensure the effective management of all CASE projects in line with the project deliverables and timetables. Where appropriate, implement measures to mitigate against project delays or, variations.

8. Support CASE research staff at QUB, UU and AFBI in the delivery of their individual projects and in their career development goals (where possible).
9. Take action where necessary to mediate / intervene should problems with delivery (in projects or operationally) arise. Where appropriate, ensure that any problems are reported to the Board.
10. Carry out Post Project Evaluation of completed CASE projects and identify trends and themes in impacts across all projects.
11. Support the Board in the internationalisation of CASE research and cultivate partnerships that can be beneficial to both CASE and other major industry-led centres with relevance to sustainability.

### **Operations & Management**

1. Be the principal point of contact between CASE and:
  - Invest NI
  - Industry Participants/members of CASE
  - The three research institutions (QUB, UU and AFBI)
2. Ensure that CASE operates in accordance with the Invest NI Guidelines for Competence Centre Managers and within the boundaries of the Invest NI Letter of Offer & Participation Agreement. Pro-actively engage with all signatory parties to these agreements.
3. Participate in in the recruitment process for all new staff (project or operational) across all institutions.
4. Induction of all new operational and project staff.
5. Line Management responsibility for CASE;
  - Clerical & Administration Support staff
  - Project & Commercialisation Manager
6. Indirect Line Management responsibility for CASE Post-Doctoral Research Staff.
7. Manage the process of CASE Board, International Advisory Panel, Research Advisory Panel and Member meetings including preparation for these meetings and delivery of reports etc to the different representative bodies.
8. Take action to meet KPIs and report on progress to Invest NI.
9. Establish positive working relationships and regular liaison with major industry-led centres to ensure coordinated support to businesses within the broad sustainability area (e.g. hydrogen economy, circular economy).

### **Commercial**

1. With the Project & Commercialisation Manager, ensure that the impact of CASE research is clearly identified and demonstrate that the project consortia are delivering the commercial benefits from any IP generated, including KPIs, licencing agreements, patents and spin outs.
2. Leverage commercial opportunities between major industrial centres for mutual benefit and to contribute to the wider sustainability / impact agenda, where appropriate.

### **Leverage, Dissemination & CASE PR**

1. Be the spokesperson/figure-head for CASE, pro-actively seeking opportunities for wide dissemination of CASE activity through all marketing and PR channels (including management of the CASE website and social media outlets, speaking at conferences and seminars, participating in TV and radio interviews, etc) and be a strong advocate for CASE wherever possible.
2. Ensure that CASE is highly respected for sustainable energy research and innovation by industry, academic and other circles, including the research institutions within the Letter of Offer (ie. QUB, UU and AFBI). Be a strong advocate for CASE at all levels in QUB, UU and AFBI.
3. Nurture strong relationships with key stakeholders in the energy sector (particularly in Northern Ireland but, also at a national and international level).
4. Identify key strategic leveraged funding opportunities that will benefit the wider CASE community and support the Project & Commercialisation Manager in engaging with bid partners and developing bid applications.
5. Nurture relationships that lead to 'soft impacts' for the CASE members eg. networking, business to business activities, supporting Boards, working with government departments etc.
6. Act as the main conduit for the identification of a pathway to the ongoing sustainability of CASE beyond the 2023 funding window.

### **Essential Criteria:**

1. Relevant first degree in Energy, Engineering, Environmental or Physical Sciences.
2. At least 5 years' relevant experience in leading large scale, funded, programmes relevant to the sustainable energy sector.

3. Proven experience in delivering and managing projects with multiple stakeholders and extensive budgets which are commensurate to CASE eg. £5M+ budget, multi-site, multi-discipline.
4. Management reporting at Senior Executive / Board level - with experience in analysing complex data, assessing key findings and interpretation to a wide range of audiences.
5. Experience of working between industry and Higher Education stakeholders and a strong understanding of the research environment & associated pathway to commercialisation.
6. Strong track record in networking and influencing at all levels with proven track record in developing effective and enduring working relationships.
7. Previous experience of acting in an advocacy / figurehead role for an organisation with demonstrable confident communication skills, such as presenting to technical and non-technical audiences at high profile events / seminars; TV or radio interviews etc.
8. Ability to manage resources and staff.
9. Driving licence and access to vehicle or to fulfil mobility requirements of the job.
10. Ability & willingness to travel within UK and internationally.
11. Willingness to work irregular hours

**Desirable Criteria:**

1. Post graduate qualification in physical sciences or management.
2. Experience of working in the energy sector.
3. Experience of working on government funded programmes.
4. Evidence of participating in bidding for research & development grants.
5. Ability to take initiative and promote ideas and concepts.
6. A capacity to identify and prioritise the needs of a range of stakeholders with different expectations.