

Candidate Information

Position:	AMIC Operations and Project Manager
School/Department:	Faculty Office EPS
Reference:	22/109651
Closing Date:	Monday 4 April 2022
Salary:	£42,149 - £51,799 per annum.
Anticipated Interview Date:	Wednesday 27 April 2022
Duration:	36 months

JOB PURPOSE:

The Belfast Region City Deal (BRCD) is a £1bn investment by the UK Government and NI Executive aimed at stimulating long-term economic growth. As part of this growth package Queen's is leading the establishment of the new Advanced Manufacturing Engineering Centre (AMIC). We are recruiting an enthusiastic, highly-motivated individual with proven managerial and technical knowledge to lead the coordination and management of the AMIC Project.

The Project Manager will provide specialist project management leadership, delivery and expertise to ensure successful development and delivery of the AMIC Project through specific workstreams. It is anticipated the postholder will potentially manage several workstream projects at any one time and these projects will change over time.

The Project Manager will be responsible for all aspects of the day-to-day management and administration of the AMIC Project, providing dedicated professional services support to ensure the programme successfully delivers its aims reporting to the Business Implementation Board.

The postholder will be based in the AMIC Project Office but will work with the colleagues from across the wider Faculty, University functions and external stakeholders collaboratively to deliver the project that will transform manufacturing capability and productivity across the region. Support for AMIC Operations and Business Development activity will also be required.

MAJOR DUTIES:

1. Develop AMIC into a fully functioning, industry focussed R&D Programme to deliver against all objectives and deliver the ambition and targets so enabling collaboration with engineering and manufacturing infrastructures and businesses across the UK.
2. In consultation with the AMIC Leadership team and Director develop and implement the AMIC Project plan (with clear milestones and deliverables) and regularly report on progress against budget, milestones and dependencies and project objectives. Identify 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.
3. Contribute to shaping the strategic direction of AMIC, in the overall context and framework provided by the Board, developing and implementing appropriately detailed business cases, planning and organising activities of others considering the implications now and in the longer term, to support the delivery of AMIC objectives which fully encompasses the scope of the project/partnerships.
4. Develop and grow the AMIC membership, business interactions and engagements by providing the problem solving and innovative commercial leadership necessary to deliver long term financial viability for AMIC.
5. 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.
6. Prepare and present appropriately detailed reports in relation to relevant workstreams and with regard to overall project performance and progress. Deliver briefings for internal and external stakeholders.

7. Champion and promote AMIC nationally and internationally and provide specialist guidance and advice to enhance and develop the AMIC reputation, working in partnerships to ensure research innovations mature into job-creating commercial products and services.
8. Build relationships, influence and negotiate with Project Leads, internal contributors, and external partners (Government Agencies, Academic Partners and Industry) to ensure effective communication and progress between meetings/visits etc. Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees, and appropriate publications.
9. 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 and academic institutions related to specialisation.
10. Manage the communications strategies to support projects, organising visits, workshops and relevant events associated with the projects, working closely, and engaging with a range of stakeholders across the University and externally.
11. Where appropriate work with partners to generate a range of proposals for funding innovation and collaborative R&D projects (INI, KTPs, Innovate UK, ATI, UKRI).
12. Undertake any other project tasks associated with the development of the AMIC, including operational and business development support for the project as requested by AMIC Leadership.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent.
2. At least five years' relevant experience managing projects of scale or strategic importance to include:
 - (i) Planning and delivering projects on time and within budget.
 - (ii) Stakeholder/partner management and programme reporting.
 - (iii) Leading multi-disciplinary teams and managing people.
 - (iv) Using formal project management techniques to deliver successful projects.
3. Experience developing innovative solutions with multiple stakeholders.
4. Excellent planning and analytical skills.
5. Proven ability in developing strategic plans, challenging minds-sets and successfully implementing and rolling out operational plans.
6. Ability to build contacts and participate in internal and external networks.
7. Evidence of governance / committee management and/or progressing and delegating work through Committees/Working Groups.
8. High level of attention to detail and ability to deliver reports, meeting papers with a high level of accuracy.
9. Ability to understand and present complex information to a range of audiences.
10. Evidence of positive negotiation and influencing skills.
11. Ability to organise and direct self and others with the ability to communicate goals, and engage, motivate colleagues, and achieve buy-in to deliver common objectives.
12. Well-developed planning and organisational capabilities with ability to manage multiple deadlines.

DESIRABLE CRITERIA:

1. Honours degree in Engineering discipline.
2. Relevant post graduate qualification.
3. A professional project/programme management qualification at Practitioner level.
4. Experience of working within scientific research/or manufacturing environment.
5. Experience of attracting and securing new business opportunities.
6. Proven ability to influence and shape policy, and contribute to the delivery of successful funding bids, particularly in relation to economic development activities.
7. Effective use of project management software.
8. Understanding and knowledge of the specific challenges in delivering projects with multiple partners.
9. Relevant project management experience in an R&D, engineering/manufacturing environment.