

## Candidate Information

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| <b>Position:</b>                   | Projects and Engagement Manager - AMIC Belfast Region City Deal |
| <b>School/Department:</b>          | Belfast Region City Deal  |
| <b>Reference:</b>                  | 23/110858   |
| <b>Closing Date:</b>               | Monday 15 May 2023  |
| <b>Salary:</b>                     | £44,414 - £54,421 per annum                                     |
| <b>Anticipated Interview Date:</b> | Monday 12 June 2023   |
| <b>Duration:</b>                   | Fixed Term for 3 years  |

### 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 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 projects within AMIC.

The Projects and Engagement Manager will provide specialist project management leadership, delivery and expertise to ensure successful development of AMIC through specific workstreams. It is anticipated that the postholder will manage several workstream projects at any one time and these projects will change over time. The role will also support engagement with industry, academic and public sector stakeholders key to the delivery of the BRCD programme and development of strategic business opportunities for AMIC.

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

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 projects that will transform manufacturing capability and productivity across the region. Support for AMIC Operations, Business Development and Campus pipeline activity will also be required.

### MAJOR DUTIES:

1. Develop AMIC into a fully functioning, industry focussed Innovation Centre 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 CEO, develop and implement the strategic AMIC projects with key stakeholders (with clear milestones and deliverables) and regularly report on progress against budget, milestones and dependencies and project objectives. 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.
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 financial sustainability by supporting activity focussed on securing industrial membership, business interactions and added value stakeholder engagements.
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. Provide specialist project management support and advice for all major collaborative R&D projects within AMIC.

7. 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.
8. Champion and promote AMIC nationally and internationally and provide specialist guidance and advice to enhance and develop the AMIC reputation, working in partnership to ensure research innovations mature into job-creating commercial products and services.
9. Build relationships, influence and negotiate with Project Leads, internal contributors, and external partners (Industry, Academic Partners and Government Agencies) 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.
10. 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 related to AMIC programme delivery.
11. 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.
12. Where appropriate work with partners and other Professional Services staff to generate a range of proposals for funding innovation and collaborative R&D projects (Invest NI, Innovate UK, KTPs, ATI, UKRI etc.).
13. 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 in Engineering discipline (or closely related).
2. At least three years' recent 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's activity (not necessarily formal line management).
  - (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. Relevant post graduate qualification.
2. A professional project/programme management qualification at Practitioner level.
3. Experience of working within scientific research/or manufacturing environment.
4. Experience of attracting and securing new business opportunities.
5. Proven ability to influence and shape policy, and contribute to the delivery of successful funding bids, particularly in relation to economic development activities.
6. Effective use of project management software.
7. Understanding and knowledge of the specific challenges in delivering projects with multiple partners.
8. Relevant project management experience in an R&D, engineering/manufacturing environment.
9. Experience of developing research and innovation proposals.
10. Understanding and knowledge of the specific challenges in delivering capital funding projects.