



Candidate Information

Position:	NI Cyber Cluster Manager
School/Department:	The Institute of Electronics, Communications and Information Technology (ECIT)
Reference:	23/111231
Closing Date:	Monday 25 September 2023
Salary:	£43,838 per annum
Anticipated Interview Date:	Monday 9 October 2023
Duration:	Fixed term until 31 August 2025

JOB PURPOSE:

The main function of this role is to support business development and delivery of the operational and communications activity of NI Cyber, Northern Ireland's leading cyber security cluster. This is a newly created role and will ensure that NI Cyber delivers value to its member companies, stakeholders and funders. The Cluster Manager will develop and deliver on strategic goals and organisational priorities including the communications and marketing programme, new member onboarding, budget management, project management, and identifying new funding opportunities through engagement with funders and stakeholders.

MAJOR DUTIES:

1. Lead on strategic planning to guide the development of NI Cyber, working with the NI Cyber Steering Group, members, and stakeholders, to agree strategic priorities and objectives.
2. Coordinate sustainability planning for NI Cyber including identifying new funding opportunities and potential new membership structure.
3. Develop and implement a communications plan.
4. Report on NI Cyber and the delivery of the strategic plan to the board and funders, including tracking of key indicators, activity, outcomes, and budget.
5. Build visibility regionally, nationally and further afield, promoting the work of NI Cyber via the website, e-newsletter, social channels (LinkedIn and Twitter), including planning and co-ordinating development of blog and video content from members.
6. Co-ordinate, arrange and facilitate all media opportunities related to NI Cyber.
7. Work closely with NI Cyber's communications agency on delivery of agreed objectives.
8. Prepare bi-weekly e-zines, collating content from members and stakeholders.
9. Develop an onboarding pack for new community members.
10. Manage member engagement including onboarding of new members, maintaining an up-to-date database of NI Cyber members and mailing lists.
11. Lead planning and preparation for cluster and stakeholder meetings.
12. Lead community surveys to collate views on topics relating to the development of NI Cyber and sector lobbying issues.
13. Work with members to facilitate the formation of new cluster working groups.
14. Establish an NI Cyber meet-up group, hosting a minimum of three events during the year, to engage people at various levels of career development and seniority.
15. Respond to cluster enquiries and/or signposting as appropriate.
16. Foster strong engagement between Cyber NI and other clusters nationally facilitating connections between local cyber companies and both other cyber companies in the UK and relevant university research expertise in the ACE-CSR network.
17. Work alongside CSIT's business development team to help identify relevant partners to drive hubs of activity in emerging research areas.

ESSENTIAL CRITERIA:

1. A degree or equivalent experience in a relevant area of work, such as business development, business consultancy, marketing or PR.
2. Ability to work with individuals at all levels of seniority.

3. Evidence of taking a strategic, long-term outlook while also having an emphasis on delivering short- and medium-term outcomes.
4. Evidence of building and implementing a successful communications and engagement strategy.
5. Experience of building networks and connections within and across regions.
6. Strong project management experience with the ability to manage multiple projects and priorities, manage budgets, and work to deadlines.
7. Experience of identifying and securing new sources of income.
8. Proven ability to prepare proposals for customers, funders or stakeholders.
9. Ability to manage and collate large quantities of information and communicate confidently (verbally and in writing) both externally and internally.
10. Proven ability to write copy and proofread.

DESIRABLE CRITERIA:

1. Experience of:
 - Working in the Cyber Security sector, or one or more other sectors with heavy application of advanced technologies.
 - Building business-business and/or business-academic research collaborations.
 - Technology product launch.
 - Working with start-up and/or fast-growing companies.
 - Consortium development to deliver on technical national policies.

ADDITIONAL INFORMATION:

The manager will also work alongside CSIT's business development team to help identify relevant partners to drive hubs of activity in emerging research areas. CSIT (Centre for Secure Information Technologies) was founded in 2009 and is a core Research Centre within Queen's University, Belfast. CSIT is the UK's Innovation and Knowledge Centre for cyber security. Its operating model couples major breakthroughs in the field of secure information technologies by researchers with a proven model of innovation and commercialisation to drive technological advantage and resilience across industry sectors.

Whilst the post holder will be responsible to the Steering Group of NI Cyber, the individual will be employed by Queen's University Belfast and fit within the CSIT operating model. CSIT is a key part of the Global Innovation Institute (GII) which is a once-in-a-lifetime opportunity to drive the translation of CSIT's research and innovation, and that of other centres for Wireless Technologies and Data Science & AI (known together as 'Secure Connected Intelligence') into multiple market sectors, as part of a £60m+ investment within the Belfast Region City Deal.

The NI Cyber Cluster Manager will also foster engagement between NI Cyber and other clusters nationally via the DCMS-funded UK Cyber Cluster Collaboration (UKC3), further strengthening NI Cyber's linkages to other industry partners within these clusters. As part of this, the Cluster Manager will support the matching of emerging technology needs of cluster members with relevant research expertise within the ACE-CSR (Academic Centre of Excellence in Cybersecurity Research) network of UK universities. The development of UK regional cyber security clusters is prioritised in the UK's National Cyber Strategy 2022.