

## Candidate Information

**Position:** AMIC Skills Lead  
**School/Department:** AMIC Core  
**Reference:** 24/111778  
**Closing Date:** Sunday 14 April 2024  
**Salary:** £46,497 - £57,141 per annum.  
**Anticipated Interview Date:** 24 - 30 April 2024  
**Duration:** 3 years initially

### AMIC:

AMIC - a £100M investment through the Belfast Region City Deal - is a collaborative, innovative powerhouse of advanced manufacturing set to elevate our region globally.

We are supporting economic growth and prosperity for Northern Ireland by creating high quality jobs and increasing inward investment through high value manufacturing innovation clusters.

We are driving industrial transformation, paving the way for future technologies and competing globally with a more sustainable focus.

When you join our team, you will have access to the latest advanced industrial technologies, and have the opportunity to grow and develop as an engineer and technology leader. Our mission is to provide you with the environment to innovate and create impact.

Our launch team of over 40 staff has core capabilities in digitalising manufacturing, smart design, sustainable polymers & composites and nanotechnologies & photonics. We're excited to be expanding the team throughout 2024.

### JOB PURPOSE AND IMPACT:

The Skills Lead is a key part of realising the ambitious vision for the Advanced Manufacturing Innovation Centre (AMIC). AMIC will deliver an increase in advanced manufacturing skills capability and capacity in this sector and more future-focused skills with inclusive pathways. This role will lead the way AMIC delivers on its ambition, convening skills activity across a range of stakeholders, influencing policy and delivering a skills portfolio across executive education, leadership and CPD training, apprentice training and experiential learning, and specialist courses.

You will deliver the skills of the future for manufacturing, contributing to skills forecasting and delivering intelligence-led employability and skills opportunities designed to attract, develop and retain a diverse workforce in advanced manufacturing, supporting industry to realise inclusive, innovation-led growth.

### MAJOR DUTIES:

1. Engage with industry, government and education partners to develop the AMIC Future Skills strategy and delivery plan.
  - a. Lead the scoping, development and facilitate the delivery of skills programmes/interventions and pathways, identifying target audiences and outcomes that promote diversity and inclusive impact.
  - b. Build mutually beneficial partnerships and collaborative opportunities with industry partners, University academic departments, colleges, local and regional governments and sector bodies.
  - c. Identify opportunities and secure funding / income streams to deliver skills outcomes.



2. Establish and communicate an in-depth understanding of employability and skills needs in advanced manufacturing.
  - a. Lead evidence-gathering, analysis and external engagement to identify industry and sector needs, sector data and insights, E&S labour market intelligence and alignment with NI strategic priorities to inform AMIC technology and capability strategies.
  - b. Raise awareness and profile of AMIC, university and other partner capabilities and skills initiatives.
  - c. Develop approaches and partnerships for skills foresighting to inform technology and capabilities growth in AMIC and across Northern Ireland.
3. Contribute to AMIC's ambitions to build exceptional talent and world-class capabilities across Northern Ireland and globally.
  - a. Lead development and implementation of strategic projects that support achievement of AMIC's objectives and ambitions.
  - b. Evaluate and monitor outcomes and expected benefits.

**Applicants should note that in addition to the list above the post-holder will be required to be flexible, adaptable and aware that there may be a need to perform tasks, duties and responsibilities which are not specifically detailed in the job description, but which emerge as the work programme develops and which are commensurate with the role.**

**ESSENTIAL CRITERIA (Education, Experience, Skills, Knowledge, etc.):**

1. Honours degree or equivalent OR have substantial relevant experience as detailed below.
2. Demonstrate significant recent and relevant experience delivering successful employability and skills projects of scale or strategic importance to include:
  - a. Stakeholder/partner management.
  - b. Creating collaborative funding bids to meet strategic objectives.
  - c. Using project management techniques to deliver successful projects.
3. Proven experience of evidence-gathering, analysis and evaluation.
4. Track record of working collaboratively to develop innovative solutions.
5. Experience of effective leadership, management and delivery of economic development, skills or employability projects or programmes.

**ESSENTIAL CRITERIA (Personal Qualities):**

1. Ability to communicate goals to motivate and achieve buy-in to deliver common objectives.
2. Ability to creatively resolve problems and adapt to changing priorities.
3. Ability to build effective relationships.
4. Relevant knowledge and understanding of the tertiary education sector.
5. High level of attention to detail and ability to deliver effective written reports and presentations to meet audience needs.
6. Evidence of positive negotiation and influencing skills.
7. Some working outside of standard working times may be required to meet the responsibilities of the post and needs of stakeholders. It should be possible to plan and schedule for this activity 90% of the time.

**DESIRABLE EXPERIENCE:**

1. A relevant postgraduate qualification.
2. A professional project/programme management qualification (e.g. PRINCE2).
3. Experience delivering projects with multiple partners.
4. Experience analysing and identifying organisational / employer skills needs and developing solutions to meet those needs.
5. Effective use of software to manage data, projects and relationships.