

## Candidate Information

**Position:** Head of Operations  
**School/Department:** AMIC Core  
**Reference:** 24/111791  
**Closing Date:** Sunday 14 April 2024  
**Salary:** £58,850 - £68,194 per annum.  
**Anticipated Interview Date:** Week commencing 29 April 2024

### 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.

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

### JOB PURPOSE:

We are seeking an experienced, dynamic leader with strong expertise and experience in delivering programmes in a research and innovation environment. Bringing together significant technical expertise and a track record of successful delivery across the three founding units, AMIC is consolidating its operational systems and processes to ensure continuing excellence in operational and financial delivery of projects across the AMIC capability groups.

As a member of the AMIC senior management team, you will establish the processes and systems for effective performance and strategy execution across the four AMIC groups, and oversee programme delivery to expected quality, cost, timelines and outputs. You will be responsible for operational delivery of programmes, facilities and equipment management, and adherence to quality systems. You will work with the leadership team and Heads of Groups to ensure that the appropriate quality and project management systems are in place, leading a project management function and drawing resources from the technical groups for delivery.

### MAJOR DUTIES:

1. Operational systems:
  - a. Work with AMIC leadership to develop and implement comprehensive technology and sustainability strategies aligned with the centre's overall business goals.
  - b. Support and advise AMIC leadership in the selection, implementation, and integration of key technologies in all 4 groups to ensure operational efficiency and agility.
  - c. Lead the day-to-day coordination of all operational aspects of AMIC, managing allocated budget and resources effectively to maximize performance and value for money.
  - d. Foster a culture of continuous improvement, innovation, collaboration and excellence within the operations and project management team.

2. Programme & Project Operational and Financial Delivery:

- a. Oversee delivery of financial and growth targets for all groups.
- b. Oversee programme and project management approaches, resources, systems and tools that support capability groups to deliver quality project outputs on time and on budget, with defined monitoring and evaluation against objectives.
- c. Implement and evolve AMIC operational processes and resource management.

3. Facilities and Health & Safety:

- a. Responsibility for coordinating facilities management, planning for and commissioning of new equipment.
- b. Lead development and implementation of Health & Safety procedures and practice across AMIC groups and functional areas, ensuring effective management, monitoring and reporting in line with relevant legislation and best practice.

4. Leadership and Communication:

- a. Scope, identify and implement systems to support a high-performing team of technology and innovation professionals.
- b. Effectively communicate the technology vision and strategy to all stakeholders, both internal and external, with expertise in operational systems and project delivery.
- c. Collaborate closely with AMIC leadership and management to ensure alignment and synergy across all groups.
- d. Foster a culture of openness, transparency, and trust within the organisation.

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

1. Honours degree, equivalent or higher qualification in Manufacturing, Engineering, Technology or a related field.
2. Significant experience in a leadership role(s) within a relevant research and innovation setting, with a proven track record of motivating and developing cross functional teams creating a collaborative working environment.
3. Strong evidence of operational management in a technology-driven environment, including establishing systems and processes, facilities and equipment management, overseeing health and safety.
4. Track record of leading cross-functional programme or project delivery.
5. Proven track record in delivering successful high quality, on time project outcomes for a range of complex and innovative projects.

**ESSENTIAL CRITERIA (Personal Qualities):**

1. Robust and resilient, with strong presence and the ability to confidently deliver complex messages to a diverse and demanding audience and the ability to negotiate and influence at all levels.
2. An analytical mindset with the ability to manage and mitigate risk, with a positive creative instinct to develop solutions to support the objectives of the Advanced Manufacturing Innovation Centre.
3. Excellent communication skills – ability to communicate effectively with colleagues across the institution as well as with outside agencies and a strong commitment to collaboration and collegiality.
4. Demonstrable ability to build networks with and to influence funding bodies, major corporate partners and key stakeholders.
5. Demonstrable commitment to the mission and values of Queen's University Belfast, AMIC and the objectives of the Belfast Region City Deal.
6. Commitment to personal and team development and growing expertise in operations management.
7. Passionate about innovation and driving business growth through technology.

**DESIRABLE CRITERIA:**

1. Postgraduate qualification in a relevant area.
2. Relevant professional qualification.
3. Demonstrable experience leading a successful manufacturing R&D group or relevant centre operations.
4. Proven experience of manufacturing operating processes implementation.
5. Experience of implementing quality systems that meet and/or exceed industry standards.
6. Experience of collaborative research and effective working in a team.
7. Experience of working with international OEMs and SMEs.