

Candidate Information

Position: AMIC Chief Operating Officer
School/Department: AMIC
Reference: 24/112000
Closing Date: Monday 1 July 2024
Salary: £70,035 - £76,032 per annum.
Anticipated Interview Date: Wednesday 17 July 2024

The Advanced Manufacturing Innovation Centre (AMIC) will transform industrial innovation in the Belfast Region and across Northern Ireland (NI). It will enable companies to grow their business, taking advantage of opportunities to deliver new products and processes. It will foster innovation through collaboration across disciplines and sectors linking pioneering NI capability with other centres of expertise across the UK, on the island of Ireland and beyond.

The £100m Belfast Region City Deal investment in AMIC will turbo-charge manufacturing innovation in Northern Ireland through its internationally recognised capabilities and world-class facilities, designed to connect industry need, research and skills development to deliver increased innovation and investment in NI, resulting in more high quality jobs.

Job Purpose:

We are seeking a highly motivated Chief Operating Officer (COO) to join our AMIC leadership team at Queen's University Belfast. As COO, you will be responsible for the operations of the centre, developing the systems, processes and operating models to ensure efficient execution of our strategic priorities and driving impactful results.

As a member of the C-suite, you will be a key partner to the CEO, playing a crucial role in shaping and implementing organizational strategy, working with key government and regional stakeholders, while fostering a culture of excellence and performance across all departments.

Major Duties:

1. Strategic Implementation:

- a. Oversee development, implementation and evolution of core business operational systems and processes to drive operational effectiveness.
- b. Lead the development and execution of company-wide operational plans aligned with the overall business strategy.
- c. Manage and prioritize key initiatives, driving cross-functional collaboration and ensuring timely delivery.
- d. Build and maintain strong relationships with key stakeholders, including senior management, board members, and external government and industry partners.

2. Operational Excellence:

- a. Manage and oversee all operational departments within the company, including Finance, IT, HR, Legal, and Operations.
- b. Foster a culture of high performance and accountability, setting clear expectations and metrics for success.
- c. Optimize workflows and resource allocation across the organization, delivering cost-effective solutions.
- d. Collaborate closely with other C-suite members and AMIC leadership to ensure alignment and synergy across all departments.

3. Talent Management:

- a. Develop a strategy and approach to attract, recruit, and retain top talent, building a high-performing team in Belfast.
- b. Foster a positive and engaging work environment, where employees feel valued and empowered.
- c. Develop and lead implementation of talent management programmes, ensuring continuous learning and professional development opportunities.

4. Financial Management:

- a. Partner with the CEO to develop and manage the company's budget, ensuring responsible financial stewardship.
- b. Oversee financial reporting and performance analysis, providing insights to inform strategic decision-making.
- c. Identify and implement cost-saving initiatives to optimize profitability and cash flow.

Essential Criteria:

1. Bachelor's degree, equivalent or higher qualification in business or a related field.
2. Significant experience in a senior leadership role(s) within a large complex organisation, with a proven track record of successful strategic execution and delivering impactful results with operating budgets in the order of £10m .
3. Strong operational expertise with a deep understanding of business processes and improvement methodologies.
4. Demonstrable experience operating successfully in a matrix-driven environment and fostering cross-functional collaboration.
5. Demonstrated financial acumen and understanding of key financial metrics.
6. Robust and resilient, with strong presence and executive impact with the ability to confidently deliver complex messages to a diverse and demanding audience and the ability to negotiate and influence at all levels.
7. 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.
8. 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.
9. Demonstrable ability to build networks with and to influence funding bodies, political contacts and major corporate partners.
10. Demonstrable commitment to the mission and values of Queen's University Belfast, AMIC and the objectives of BRCD.

Desirable Criteria:

1. Masters degree or equivalent qualification in a relevant area.
2. * Significant experience in a senior leadership role(s) within a large complex organisation*, with a proven track record of successful strategic execution and delivering impactful results in a fast-paced multi stakeholder R&D environment.
3. Demonstrable experience utilising Project Management methodologies such as PRINCE/ PMA.
4. Evidenced successful experience in leading and delivering complex projects for local and national government stakeholders (min £10m value).
5. Experience of driving change in a University environment.