

## Candidate Information

**Position:** Project Officer  
**School/Department:** BRCD AMIC  
**Reference:** 25/112575  
**Closing Date:** Monday 9 June 2025  
**Salary:** £39,922 - £47,631 per annum  
**Anticipated Interview Date:** Wednesday 25 June 2025  
**Duration:** 3 years

### JOB PURPOSE:

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.

We are seeking a motivated, business-orientated project officer to support project management and deliver strategies across AMIC. You will work collaboratively with technical teams in AMIC and industry to grow innovation and solve societal challenges. You will support project management of research, design and innovation activities bringing together technology providers, national technology centres, academia and industry to deliver key projects.

### MAJOR DUTIES:

1. Support building AMIC's strategically important project portfolio and processes to develop and implement strategies for collaborative research, innovation and knowledge transfer:
  - Support the AMIC team and working collaboratively with industry to plan and deliver projects and related processes to deliver immediate outcomes for industry.
  - Provide project management support for major collaborative R&D projects within AMIC across a range of collaborative partners, working with the AMIC team to deliver industry-relevant, sustainable outcomes. This will involve developing project plans and managing issues such as deliverables, timelines, intellectual property and project communications.
  - Monitor and report on project status, risks and outcomes, taking initiative to escalate barriers to delivery where appropriate.
2. Support development of project management practices in AMIC:
  - Provide outward-looking interface for AMIC's project customers and support development of AMIC's reputation, input and influence in its engagement with policy-makers and businesses.
  - To coordinate and manage mechanisms to implement collaborative research opportunities. This may include guiding project teams, implementing systems, ensuring resources are correctly allocated.
  - Engaging internal and external networks to establish and disseminate best practice in developing policies and practices that support project delivery.

3. Provide insight, enhance knowledge, and build expertise to identify and pursue collaborative opportunities:
  - Assist in winning funding from industry and government sources (nationally and internationally) to grow manufacturing research in line with AMIC's long-term strategic plans.
  - To develop and maintain insight and awareness of the needs of SMEs within the Advanced Manufacturing sector, seeking to identify common business needs and solutions through collaborative research, specialist support and/ or skills opportunities.
  - To manage and co-ordinate AMIC's wider relationships with businesses, research institutes and Further Education colleges within the region seeking to ensure a joined-up and cohesive approach to innovation initiatives.
4. 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:**

1. Honours degree or equivalent or substantial relevant experience working in a similar role.
2. Substantial relevant experience that demonstrates the ability to project manage a complex project from inception to completion.
3. Proven recent and relevant experience of successfully managing relationships and project management in a collaborative context.
4. Evidence of engaging and managing project initiation, review and close-out meetings with internal and external teams and stakeholders.
5. An understanding of the processes involved in compiling grant/contract bids.
6. Well-developed analytical skills and ability to analyse complex information to problem solve and inform decision making.
7. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
8. Excellent written and oral communication skills as well as an ability to influence at all levels.
9. High level of attention to detail and ability to deliver effective written reports and presentations to meet audience needs.
10. Evidence of strong interpersonal, customer service and networking skills with ability to relate to and influence internal and external stakeholders.
11. 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 CRITERIA:**

1. A relevant postgraduate or professional qualification.
2. Relevant project management qualification.
3. Evidence of large-scale project planning and management.
4. A track record of success building partnerships with private sector companies.
5. Demonstrable evidence of experience and expertise in Financial Management.
6. Demonstrable knowledge of current and potential developments related to all aspects of university research and the funding of research in a University.