

Candidate Information

Position: Project Manager
School/Department: BRCD AMIC
Reference: 25/112695
Closing Date: Monday 28 July 2025
Salary: £51,016 - £62,695 per annum
Anticipated Interview Date: Monday 1 September 2025
Duration: 3 years

JOB PURPOSE:

We are recruiting an enthusiastic, highly motivated individual with proven managerial and technical knowledge to lead the coordination and management of projects within AMIC.

The Project Manager will provide specialist project management leadership, delivery and expertise to ensure successful development of AMIC through specific workstreams.

The role will support engagement with industry, academic and public sector stakeholders key to delivery of the BRCD programme and development of strategic business opportunities for AMIC.

The Project Manager will be responsible for all aspects of the day-to-day management and administration of AMIC projects, providing dedicated professional services support to ensure programmes successfully deliver reporting aims to the AMIC Project Board and Leadership Team.

This role is part-funded by The DigitAl ManufacTuring Transformation PlatforM (DATUM) project – a project focussed on engaging with companies in the management and expansion of applied research, innovation and knowledge transfer in Digitised Manufacturing and Industry 4.0. This is funded by SEUPBs through PeacePlus2.2 (Innovation Challenge Fund) and is delivered by AMIC in partnership with Irish Manufacturing Research (IMR).

The postholder will be based in the AMIC Project Office but will work collaboratively with colleagues from across the wider Faculty, University functions and external stakeholders to deliver projects that will transform manufacturing capability and productivity across the region. Support for AMIC Operations, and Business Development pipeline activity will also be required.

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.

MAJOR DUTIES:

1. Develop AMIC into a fully functioning, industry focussed Innovation Centre to deliver against all objectives and deliver the ambition and targets so enabling collaboration with engineering and manufacturing infrastructures and businesses across the UK.

2. In consultation with the AMIC Leadership Team and CEO, develop and implement the strategic AMIC projects with key stakeholders (with clear milestones and deliverables) and regularly report on progress against budget, milestones and dependencies and project objectives. Identify, manage and, where appropriate, escalate emerging risks associated with the project and develop and implement strategies to manage these. Assess and manage the impact of change requests or modifications to agreed project deliverables.
3. Contribute to shaping the strategic direction of AMIC, in the overall context and framework provided by the Board, developing and implementing appropriately detailed business cases, planning and organising activities of others considering the implications now and in the longer term, to support the delivery of AMIC objectives which fully encompasses the scope of the project/partnerships.
4. Develop and grow the AMIC financial sustainability by supporting activity focussed on securing industrial membership, business interactions and added value stakeholder engagements.
5. Manage any sub-project/workstream activities and dependent sub-groups to ensure that the project deliverables are successfully realised, also ensuring effective reporting between sub-groups and to/from the relevant project governance bodies.
6. Provide specialist project management support and advice for all major collaborative projects within AMIC. In the specific DATUM project, the programme the successful applicant will be initially working on, this will involve managing key areas around engaging with Manufacturing companies, where companies will be engaged, then Technology team members will apply tools to evaluate digital maturity, identify opportunities for digital improvement and develop Digital Transformation Roadmaps and, for some companies, there will be progression to a next phase involving development and delivery of Collaborative Innovation projects.
7. Prepare and present appropriately detailed reports in relation to relevant workstreams and regarding overall project performance and progress. Deliver briefings for internal and external stakeholders.
8. Champion and promote AMIC nationally and internationally and provide specialist guidance and advice to enhance and develop the AMIC reputation, working in partnership to ensure research innovations mature into job-creating commercial products and services.
9. Build relationships, influence and negotiate with Project Leads, internal contributors, and external partners (Industry, Academic Partners and Government Agencies) to ensure effective communication and progress between meetings/visits etc. Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees, and appropriate publications.
10. Pro-actively liaise with key service users to establish and implement strategic service requirements and priorities. Drive and strengthen external engagements and relationships with commercial partners, suppliers, government bodies/funders and academic institutions related to AMIC programme delivery.
11. Manage the communications strategies to support projects, organising visits, workshops and relevant events associated with the projects, working closely, and engaging with a range of stakeholders across the University and externally.
12. Undertake any other project tasks associated with AMIC development, including operational and business development project support as requested by AMIC Leadership.

ESSENTIAL CRITERIA:

1. Honours Degree in relevant field (Science, Engineering, Business or Project Management).
2. Significant experience of:
 - Leading, managing and reporting on complex projects
 - Planning and delivering projects on time and within budget with evidence of strong resource management
 - Engaging and consulting with industry, identifying opportunities for improvement and providing advice on solutions
 - Collaborative working in multidisciplinary research & development teams
 - Assisting in securing revenue or funding to support the activities of the group.
3. Ability to communicate complex information to a range of audiences through effective written reports and presentations.
4. Ability to build effective and productive relationships and interact with others including senior academic staff, and senior industry and government executives.
5. Strong problem-solving skills.
6. Willingness to travel - Some working outside of standard working times and national or international travel 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. Postgraduate and/or professional qualification in a relevant discipline.

2. Experience of working with international OEMs and SMEs.
3. Understanding theory and demonstrated application of process mapping, Lean thinking and modern manufacturing philosophies.
4. Evidence of technical excellence and understanding of fundamental engineering concepts as evidenced by major project outcomes, reports, or publications, patents or product designs.
5. Experience that demonstrates specialist knowledge in the discipline and of research and development methods and techniques to work within established research programmes.
6. Theory and implementation of Digitised Manufacturing with experience using relevant software packages and associated manufacturing technologies.
7. Specific knowledge and experience in related technical areas such as machine connectivity, enterprise systems, data visualisation and analysis, machine learning and cyber security.
8. Familiarity with process cost estimating / modelling, costing philosophies.
9. Experience with manufacturing automation.
10. Familiarity in the theory and application of Artificial Intelligence in a manufacturing environment.
11. Familiarity in the application of commercial digital manufacturing/simulation software tools.
12. Experience in building and developing teams.