MarRI-UK Programme Manager

Department	Design, Manufacture and Engineering Management (www.strath.ac.uk/engineering/designmanufacturingengineeringmanagement/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Knowledge Exchange	Reference No	612967
Reports To	MarRI-UK Director	Grade	7
Salary Range	£36,024 - £44,263	Contract Type	Fixed Term (Until 31 Mar 2026)
FTE	1 (35 hours/week)	Closing Date	06/05/2024
Holidays	31 days + 11 statutory days Option to purchase additional holidays.	On Site Facilities	Car parking, sports centre, catering.
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

Job Advert

MarRI-UK Programme Manager

Industry and academia have worked collaboratively to shape an initiative called MarRI-UK (Maritime Research and Innovation UK), which addresses the lack of coordination and resource in maritime research and development. MarRI-UK is an industry-led membership organisation that drives the global competitiveness of the UK maritime through extensive partnerships in identifying, developing, and leveraging emerging technologies. MarRI-UK focuses on research and innovation, on mid TRL levels to address the 'valley of opportunity' between 'discovery and research' and 'commercialisation' of Maritime Technologies and Systems.

MarRI-UK is hosted by the University of Strathclyde and is looking for a Programme Manager to manage MarRI-UK projects and membership research programmes. This will be undertaken by working closely with the MarRI-UK members, funding bodies, and other stakeholders. Travel may be expected as MarRI-UK has a national remit.

Whilst funding for this position is guaranteed for 18 months, there is opportunity to extend the contract if MarRI-UK grow with sustained income. Continual employment can be offered either within MarRI-UK or one of the partner organisations.

To be considered for the role, you will have a professional experience in project management within the maritime sector, as well as relevant qualifications (PhD). The postholder will also have experience of business development and to be able to engage with and build the MarRI-UK network.

You will have experience in coordinating and developing proposals to secure funding and you will also have proven analytical and interpretational skills with experience of collating, writing, and presenting complex reports. You will be an excellent

communicator with confidence in presenting to diverse audiences and able to influence a variety of stakeholders. You will have the ability to manage and prioritise your own workload, and work as part of a team.

*While Research Associates with successfully completed PhDs are ideally sought for this position, applications from candidates who are close to completing the write-up of their PhD are also welcome. Dependent on the profile and experience of the candidate, the appointment may be made at Research Assistant level (RS06 salary scale £31,396 - £34,980) and duties will be adjusted to reflect the grade of the post.

Job Description

Brief Outline of Job:

To manage MarRI-UK projects and programmes. To drive business development activities including engaging new members, and establishing a national and regional presence. Work with the MarRI-UK network to support the identification of MarRI-UK research roadmap and priorities and the development of proposals to secure research and innovation funding, including identifying and obtaining sources of funding of significant value. To play a key role in developing and delivering new knowledge exchange strategies; to disseminate, promote and publicise knowledge exchange outcomes in appropriate media; to lead associated research activities; and to carry out senior administrative tasks assigned by the MarRI-UK Director.

Main Activities/Responsibilities:

1.	Manage MarRI-UK projects and programmes towards innovative outcomes of national/ international significance and provide regular reports on programme progress to key stakeholders such as the MarRI-UK Director and Strategy Board.
2.	Manage relationships with project partners regarding progress, communications, updates and finances relating to the project; leading on all discussions, identifying issues, proposing solutions to any scenarios requiring attention as appropriate. Working with project partners to ensure timely invoicing, monitoring of spend, transfers and associated reporting.
3.	Support development and submission of proposals to appropriate external organisations for Research and Innovation (R&I) funding of significant value.
4.	Lead and develop internal and external networks of professional experts, researchers and leading thinkers in the field to foster R&I collaboration, to identify and deliver common R&I objectives, to engage potential new members and to generate income.
5.	To lead and organise a MarRI-UK presence at external UK/European events. Keeping a calendar of events of the most important maritime events and ensuring that there is representation from MarRI-UK, either speaker or attendance.
6.	Collate and gather shipping and port news from around the world to create a weekly shipping round up newsletter to be distributed to members and interested parties, informing of new technologies, net zero fuels, port infrastructure developments, autonomy, and general industry developments around the world.
7.	Support the development of MarRI-UK Strategy and Business Plan at a high level.
8.	Support the development of research priorities road mapping and activities that complement the MarRI-UK R&I collaborative needs.
9.	Contribute to the strategic and business development activities for MarRI-UK through, for example, developing new R&I strategies, building a national MarRI-UK presence through regional nodes, and planning for long-term sustainable development.
10.	Provide secretariat support to externally related maritime committees on behalf of MarRI-UK when required.
11.	Promote MarRI-UK to a range of audiences in pursuit MarRI-UK goals, through activities such as developing marketing material, web and publicity presence, social media communications.
12.	Assist in the organisation of MarRI-UK events and meetings, including venues, travel and logistics.
13.	Collaborate with internal University of Strathclyde support departments on funding, contract and finance requirements for projects.
14.	Plan and manage you own workload.
15.	Engage in continuous professional development.

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2

Person Specification

Educational and/or Professional Qualifications
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1   Hold a relevant PhD/DPhil in Engineering, Naval Architecture or a related discipline.

D1   Expert knowledge of research grant funding and the associated rules, regulations and processes along with excellent in-depth knowledge of costing and pricing of projects through the costing and pricing tool and submission of grant applications through University system.

D2   Additional qualifications in project management.

Experience

E2   Experience in managing research projects with multiple partners and stakeholders with a proven ability to make comprehensive assessments and sound judgements.

E3   Experience of supporting a team of individuals in a project delivery focused environment, building relationships across a range of stakeholders.

E4   Experience of collating, writing, and presenting complex reports to senior management – financial and progress reports.

E5   Experience of coordinating and developing project proposals to secure funding.

E6   Experience in business operations, including continuous improvement of procedures and working practices.

E7   Proven analytical and interpretational skills, including the ability to understand large amounts of complex data (e.g. finance budgets, resource plans), and make recommendations for strategies to manage issues.

E8   Experience in improving project and programme management processes, delivering impactful improvements on project delivery and customer service.

E9   Knowledge and experience of risk management

D3   Knowledge and experience of IP management

Job Related Skills and Achievements

E10   Ability to work autonomously to plan and prioritise own workload with minimal input from higher management.

E11   Ability to co-ordinate project team activities with colleagues at a range of levels across the internal and external organisations.

Personal Attributes

E12   Excellent interpersonal and communication skills (oral and written), with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.

E13   Enthusiastic self-starter and able to work to deadlines.

E14   Excellent written and verbal communication skills with the ability to interact with a range of stakeholders.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Wenjuan Wang, Programme Manager (wenjuan.wang@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Knowledge Exchange staff category can be found at: Conditions of Employment.

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post are scheduled to be held on 16/05/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.