



<p>Project Manager – ISCF & Strategic Programmes Construction Scotland Innovation Centre (CSIC)</p>	 
<p>Role Description</p>	

<p>Grade & Salary:</p>	<p>Grade 6 (ideally Full time but part time and job shares will also be considered)</p> <p>Fixed-term post for 12 months (may be extended subject to CSIC satisfying industry need and securing additional funding)</p>
<p>Campus Location:</p>	<p>The Innovation Factory, Hamilton International Technology Park. G72 0AG.</p> <p><i>The Innovation Factory is a £2.5m facility created to support Scotland's construction businesses innovate, collaborate and grow, featuring advanced manufacturing, robotics, digitisation and virtual reality technology and training and meeting spaces to facilitate collaboration and learning.</i></p>
<p>Line Manager:</p>	<p>Head of Strategic & Commercial Operations, CSIC</p>
<p>Line Management Responsibility for:</p>	<p>This role does not currently carry any line management responsibility</p>
<p>Organisational Structure:</p>	<p>Working closely with; This role will work closely with the Head of Strategic & Commercial Operations, Head of Public Partnerships & Future Workforce and other colleagues within CSIC.</p> <p>However, the successful candidate will work mainly with private, public and academic sector organisations in Scotland, UK stakeholders such as Research & Technology Organisations (RTOs).</p>
<p>Role Summary:</p>	<p>Background: The Construction Scotland Innovation Centre (CSIC) supports Scotland's construction related businesses to innovate, collaborate and grow by matching innovation requirements with business support and academic specialists. Focusing on Business, Product, Process and Service forms of innovation we offer advice, funding, facilitation and access to the appropriate expertise, improving Scotland's global competitiveness and growing economic impact. We work in partnership with a range of public sector and academic organisations and our back of house support functions are administered by Edinburgh Napier University.</p> <p>The Industrial Strategy Challenge Fund (ISCF) brings together world-leading UK research with business to meet major industrial and societal challenges. Within this, sits the Transforming Construction Challenge which will be a key focus of this role. The role will also manage at least two other strategic programmes involving The Scottish Government and other public and private sector stakeholders.</p>

Job Summary:

Working with Scotland's construction industry at a strategic level, this is an exciting and challenging opportunity to play a key role in assisting the industry collaborate and respond to a once-in-a-generation funding opportunity (ISCF) and associated change agenda which may have a fundamental impact on the way the UK's construction industry operates, is structured and how it collaborates with other key industries.

The role will involve proactive identification and approach of businesses suitable to participate in consortium bids that respond to the forthcoming calls to be released by Innovate UK. The role holder will then be required to inform, encourage and influence businesses to collaborate and respond to the calls. Overt and subtle facilitation may then be required from the role holder to support the building of appropriate consortiums. Once these groups are in place, the role holder will then have to use advanced facilitation techniques to support the continued development of the groups so they can develop and submit credible, competitive proposals. Should any bids be successful, the role holder will continue their engagement with the consortiums by managing a regular and supportive relationship on behalf of CSIC.

Additionally, the role holder will also manage a small number of strategic projects, all involving government and public sector stakeholders and key businesses. Some of these projects may involve the development of new forms of support for Scotland's construction businesses, provided by the government / public sector.

Job purpose:

To play a key role in supporting organisations in Scotland benefit from a significant UK funding opportunity through the facilitation of consortium building, collaboration and supporting bid development. In addition to develop and manage a number of complex, strategic projects that deliver benefit to Scotland's construction industry, encouraging collaboration between the private, public and academic sectors where appropriate and delivering expanded support to the industry.

Main Duties and Responsibilities

➤ This role carries the following responsibilities:

1. ISCF:

Facilitate one or more successful bids into the Transforming Construction challenge fund, by:

- Working with colleagues and building on events run by CSIC and partners to date, deliver a series of industry engagement events to raise awareness of the ISCF opportunity amongst Scottish businesses, identify potential collaborators and support idea creation and networking.
- Proactively identify businesses with the appropriate scale and ambition to potentially lead or contribute to a bid.
- Proactively approach these businesses and encourage and influence them to participate.
- Facilitate and project manage the development of one or more bids aligned to Scottish expertise and economic development potential.

- Acting as a focal point for industry and academic engagement to increase the efficiency of the bid development process, and to manage the engagement with UKRI/KTN and the Scottish Government's Coordination Group.
- Facilitate Innovation Centre collaboration where appropriate (potentially between the Data Lab, Censis and the Digital Health & Care Institute (DHI)).

2. Support the development and management of a complex location-based, collaborative, inward investment project involving The Scottish Government; Local Authority; Enterprise Agencies; A major global business/investor and local business intermediaries. This will involve:

- Liaising with the investor/major employer and government/public sector bodies to develop and deliver innovative solutions to address key local infrastructure and housing requirements which will be required to support the inward investment

3. Develop and manage a major programme on behalf of The Scottish Government to provide a specific additional support service to businesses within Scotland's Construction industry. More details on this will be provided as they become available but this is likely to involve:

- Working closely with senior officials within The Scottish Government and Scottish Enterprise to develop policy, establish, position and implement a new support service designed to support construction related businesses and encourage new private sector led industrial and commercial property development and deliver increased volumes of affordable housing.
- Once live, proactively market the service through CSIC's existing networks and by building new networks and connections
- Potentially support businesses apply for the new support available.
- Potentially manage applications to the new service.

➤ In addition, all members of the CSIC Team are expected to:

- Demonstrate our values: Trust; Creativity; Excellence; Enthusiasm and Collaboration
- Work collaboratively with customers and stakeholders in the private, public and academic sectors
- Share knowledge, expertise, understanding, perspective and contacts with colleagues to continually build CSIC's abilities and intelligence
- Contribute to the marketing of CSIC, including attendance at events
- Deliver outstanding levels of customer service
- Where appropriate work under one's own initiative but also always as part of a team
- Maintain appropriate records including a CRM system
- Participate fully in management and team meetings and events
- Build long term, trusting relationships with clients and stakeholders
- Facilitate collaboration between businesses, academia and the public sector
- Remain up-to-date with matters influencing the sector and all associated intelligence
- Undertake any other duties as may reasonably be required by the Head of Strategic & Commercial Operations and CEO
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management

Specification

Attributes	❖ Essential Selection Criteria	Desirable Selection Criteria
Education/Qualifications	Relevant business / communications qualification	
Experience	<p>Experience of working with and applying for EU / UK Government funding mechanisms involving business led R&D collaborating with academic/public sector</p> <p>Experience of industry / supply chain mapping</p> <p>Experience of proactively approaching businesses at a senior level, informing them of collaborative funding opportunities and encouraging them to act</p> <p>Experience of building consortia</p> <p>Proven track record of effective stakeholder engagement & management at senior level</p> <p>Experience of delivering effective facilitation with senior individuals from a different disciplines (eg. Private; public; academic sectors) in a complex and dynamic environment</p> <p>Experience of leading large-scale collaborative projects / culture change programmes that cross industry boundaries</p>	

	<p>Experience of complex project development and management involving multiple funders and stakeholders to time, quality and budget targets</p>	
<p>Skills/Personal Requirements</p>	<p>An effective strategic communicator across oral and written activity Including the writing of compelling messages and briefings</p> <p>Excellent interpersonal and communication skills in order to interact and influence effectively and appropriately with internal and external contacts at all levels of seniority, often involving a high degree of diplomacy.</p> <p>Strong networking and influencing skills including the ability to motivate, inspire and encourage businesses to take action</p> <p>Excellent problem-solving and analytical skills with the ability to develop holistic solutions to resolve complex problems in a thoughtful and practical manner.</p> <p>Knowledge of best practice in project management</p> <p>Advanced facilitation skills</p> <p>Strategic project development and management skills</p> <p>A degree of understanding of how Scotland's construction industry is structured and knowledge of some of the key players.</p> <p>An ability to manage difficult conversations with a complex range of stakeholders in challenging circumstances.</p>	<p>An understanding of how Scotland / the UK's Construction sector operates from both a strategic and operational perspective (industry dynamics; supply chains etc)</p> <p>Knowledge of other key sectors such as manufacturing</p> <p>Connections throughout a number of sub-sectors within Scotland's construction industry; Scotland's public sector and within the industry representation community</p> <p>Working knowledge of Microsoft Dynamics</p>

	<p>Ability to effectively and confidently represent a project and organisation to internal and external audiences</p> <p>Ability to work flexibly and, at times under pressure, to meet deadlines and changing priorities.</p> <p>Ability to work calmly and systematically under one's own initiative in a busy environment, to prioritise work and to meet agreed deadlines</p> <p>Excellent organisation skills, ability to multitask, manage competing agendas and prioritise workload and organise time effectively</p> <p>Enthusiastic, proactive and professional approach</p> <p>A self-starter, highly self - motivated whilst also a very strong team player</p> <p>Willingness to learn and take on complex tasks</p> <p>Excellent IT skills and proficient in Microsoft Office packages and familiar with using the Windows operating system</p> <p>Full UK-valid driving licence and access to own transport</p>	
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- ❖ *Essential Selection Criteria* are mandatory requirements for a post-holder. If a potential candidate does not evidence all of these requirements in their application form they do not meet the essential criteria of the role and, therefore, will not be short-listed for interview..