

## Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

<b>Position Details</b>	
<b>Faculty/Professional Support Service</b>	[Business and Law ]
<b>School/Department</b>	[Marketing, Retail & Tourism ]
<b>Division/Section/Unit</b>	[ ]
<b>Job Title</b>	Strategic Growth Project Lead (KTP Associate)
<b>Vacancy No</b>	[Recruitment Team]
<b>Grade</b>	[ ]
<b>Hours of Work</b>	[37.5 ]
<b>Contract Duration (Perm/Fixed Term)</b>	[Fixed Term Contract – 2 years ]
<b>Reports To (Job Title)</b>	[Dr Zenon Michaelides, Reader, Business School Mr Howard Blackburn, Managing Director, Shapemaster Global Ltd ]
<b>Responsible For (Job Title)</b>	[N/A ]

<b>Principal Accountabilities</b>
<p>[Delivery of a Knowledge Transfer Partnership (KTP) to develop and implement a novel, integrated management approach that will drive long-term and sustainable company growth in the healthy ageing sector.</p> <p>Employed and supported by a team of academic experts from the university, you will be based at Shapemaster Global Ltd's premises in Holmfirth.</p> <p>Ensuring successful stated project outcomes and compliance with Manchester Metropolitan University, Innovate UK and Shapemaster Global Ltd's procedures and financial regulations through acting as overall project manager.]</p>

HR Only

[Role Profile ]

[SOC]

[Grade]

[Analyst]

[Evaluation Number ]

[Date ]

## Key Tasks

In essence your role is to help ensure the objectives of the Knowledge Transfer Project are met by acting as a facilitator and change agent within Shapemaster, driving the project forward. The project is phased and your responsibilities in each phase are set out below - in all cases working with and supported by the academic team.

Project initiation and formation of project team.

- Familiarisation with Shapemaster's current business structure and its organisational units, services, product ranges and management information systems.
- Create project team.

Manufacturing and Supply Chain

- Work with the Production manager and academic team to identify opportunities to diversify sources of supply of key components for manufacture, and improve manufacturing processes

Marketing.

- Work with the Marketing Manager to improve their skills and knowledge in conducting an extensive market and customer review, including value propositions, in order to identify current marketing strategy gaps and to propose areas of improvement.

Business development and new market segments.

- Develop new knowledge and capabilities to review current business development activity and approaches to identifying new markets (new geographic regions) or market segments (customer groups), or new channels to market/ Partners and distributors, with the aim developing new capabilities that will enable breaking into new markets and establishing new sets of customers.

Product Development – existing products.

- Introduce the Product/Engineering manager to models and tools for allowing best practice identification of product development opportunities and investment decisions enable management to improve existing products and contribute to the innovation process, utilising a customer feedback loop.

Review of current operating model improvements.

- Develop the capability of the Operations and Production management staff to enable them to review current company operating models and identify and introduce improvements in a controlled manner.

Review of existing and new Revenue Models: Service models and elements.

- Develop the capabilities of the finance team so that they are able to review existing and new revenue models and service offerings.

New Product Development and new product features and service offerings.

- Develop knowledge and capabilities in identifying and applying horizon scanning techniques and evaluating ideas in conjunction with value propositions and manufacturing capabilities.

New Business Development and Marketing.

- Re-apply and update principles and concepts previously developed with new knowledge developed (based on new products and features, customer and market testing, product upgrading and new technology enabling).

New Operating Model.

- Support the Operations Manager in developing capabilities to apply academic approaches to focus on strategy and structure to consolidate the new Operating model.

Complete project evaluation, dissemination and final reports.

Overall KTP project management is your responsibility. You will

- be responsible for arranging and minuting monthly formal project team meetings.
- be responsible for project budget according to Innovate UK regulations and forecast spend appropriately, working with the University's KTP Office as appropriate.
- Present on progress and future deliverables at quarterly steering group meetings to the university, company and funder

. ]

## Special Features

[Willingness to travel both in the UK and abroad in order to aid successful completion of the project.]

HR Only

[Role Profile ]

[SOC]

[Grade]

[Analyst]

[Evaluation Number ]

[Date ]

## Miscellaneous

You have a legal duty, so far as is reasonably practical, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University and Shapemaster Global Ltd on health and safety matters and must not interfere with or misuse anything provided by health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.]

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

## Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes	Item	Relevant Criteria	Identification Method	Rank
1 Skills & Abilities	1.1	Excellent communication and interpersonal skills.	A/I	E
	1.2	Excellent problem-solving skills.	A/I	E
	1.3	Leadership qualities.	A/I	E
	1.4	Highly motivated with a desire to develop new knowledge.	A/I	E
	1.5	Strong time management skills and the ability to self-motivate.	A/I	E
2 General & Specialist Knowledge	2.1	Broad understanding of key business principles, with some understanding or experience of manufacturing / production operations.  Four years plus experience ideally.	A/I	E
			A/I	D
3 Education & Training	3.1	MBA or equivalent qualification is welcomed, giving you the necessary underpinning in academic principles and understanding of the process of undertaking strategic, transformation change projects. Ideally you will have a first degree in engineering or similar discipline.	A/C	D

4	Relevant Experience	4.1 4.2	Some industry experience is essential, and management experience, together with manufacturing or production experience, is desirable.	A/I A/I	E D
5	Special Requirements	5.1	You must be willing to travel in the UK and abroad (as required) and to attend training, conferences, etc.	A/I	E
<b>Date of Revision</b>		November 2020			
<b>Key</b>	<b>Identification Method</b>	<b>A</b>	Application Form		
		<b>I</b>	Interview		
		<b>T</b>	Test		
		<b>C</b>	Copy of Certificates		
		<b>P</b>	Presentation		
		<b>G</b>	Group Assessment		
	<b>Rank</b>	<b>E</b>	Essential		
		<b>D</b>	Desirable		