



<b>Job Title</b>	Head of Research Centre
<b>School/Department</b>	Research Centre for Intelligent Manufacturing
<b>Job Family and Level</b>	UNNC Scale B Level 7
<b>Contract Status/ Appointment Duration</b>	This post will initially be offered on a fixed-term contract with the University of Nottingham Ningbo China (UNNC) for a period of up to five years. The contract can be extended on mutual agreement.
<b>Location</b>	Nottingham Ningbo China Beacons of Excellence Research and Innovation Institute (CBI)/ University of Nottingham Ningbo China
<b>Responsible to</b>	Vice Provost of China Beacons Institute

### Purpose of role:

Reporting to the Vice Provost of China Beacons Institute, Head of Research Centre for Intelligent Manufacturing will play a critical role in establishing and leading the Research Centre for Intelligent Manufacturing, with support from CBI's professional teams. The role holder is expected to bring an original, high-level and collaborative research plan to shape the overall research strategy of the Research Centre for Intelligent Manufacturing. The applicant will have a significant impact on the direction, strategy, objectives and results of the Research Centre and CBI by influencing and shaping the available resources as appropriate to meet the current and future needs of CBI. The role holder is expected to build and lead a research team around a key area of research in intelligent manufacturing.

The role holder's primary responsibilities are leadership and research, but according to specific assignments, may be involved in teaching where necessary.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Strategy Development:</b></p> <ul style="list-style-type: none"> <li>Define the overall aims and objectives of Research Centre for Intelligent Manufacturing aligning with the overall goals of CBI, and to devise, implement and evaluate strategies and plans to achieve specific goals and targets;</li> <li>Be responsible for managing and overseeing the deliverables of the Research Centre in compliance with legal, regulatory and audit requirements.</li> </ul>	20%
2	<p><b>Centre Management and Team Building:</b></p> <ul style="list-style-type: none"> <li>Oversee the long-term Research Centre management in alignment with the institutional development plan of CBI, and assess the associated Research Centre performance;</li> <li>Build a strong research team through strategic recruitment, supporting staff training, professional development, problem resolution, performance</li> </ul>	30%

	evaluation, and the establishment of a healthy and effective institutional culture.	
3	<p><b>Research Development:</b></p> <ul style="list-style-type: none"> <li>• Act as the leader of research teams/projects and be directly responsible for the day-to-day management of research activities and drive the teams to generate research output;</li> <li>• Initiate, develop and oversee various levels of Research Centre Intelligent Manufacturing projects, identifying and addressing the need for tools and systems to provide critical information on both strategy and operations for the Research Centre;</li> <li>• Through original, recent and published research of international excellence, further maintain an international reputation as a top research leader in Intelligent Manufacturing.</li> </ul>	20%
4	<p><b>Engagement with Internal and External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Where appropriate lead research and collaborative partnerships with other educational institutions, local government or other external bodies and promote and market the work of the Research Centre and CBI;</li> <li>• Engage with peer academics and staff within CBI and the University of Nottingham campuses in the UK and Malaysia, and other relevant stakeholders within and outside of UNNC to foster collaboration and secure resources.</li> </ul>	10%
5	<p><b>Operations and Compliance</b></p> <ul style="list-style-type: none"> <li>• Identify needs in the development of policies and procedures and to implement change as needed, as well as ensuring that the Research Centre for Intelligent Manufacturing is compliant with legal, regulatory and audit requirements.</li> </ul>	10%
6	<p><b>Others:</b></p> <ul style="list-style-type: none"> <li>• Deliver lectures and provide advice, instruction and examination in the subject along with supervising PhD students if required;</li> <li>• Contribute to teaching activities at UNNC if required;</li> <li>• Identify and undertake other tasks and responsibilities as might reasonably be required to further the development and excellence of the Research Centre for Intelligent Manufacturing.</li> </ul>	10%

## Person specification

	Essential	Desirable
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• PhD or equivalent in relevant subject area</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a professional body where appropriate</li> <li>• Higher Education teaching qualification, or equivalent</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Fluency in English</li> <li>• Proven strategic project planning and development skills</li> <li>• Strong analytical skills and experience interpreting a strategic vision into an operational model</li> <li>• An effective communicator at all levels in the organisation, with strong oral and written skills</li> <li>• Strong people management skills, including change management and the ability to motivate staff</li> <li>• Recognised training in relevant standards</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Possess established and widely recognised excellence and reputation in the subject area amongst peers nationally and internationally</li> <li>• Strong academic background (full professor) in the related area of intelligent manufacturing for more than 10 years;</li> <li>• Extensive management experience in the related area of intelligent manufacturing in complex institutional, HE and large organizational sectors</li> <li>• Demonstrable experience of evaluating information and making actionable recommendations to the management committee</li> <li>• Experience in strategic planning in a complex organization</li> <li>• Experience of leading organisational change</li> <li>• Extensive and strong publication record</li> <li>• Extensive international network to attract talent</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of building or leading a research centre</li> <li>• Industrial experience</li> <li>• Wide strategic level vision and be able to predict and lead the academic development in the related areas</li> <li>• A good understanding of China's tertiary and research environment</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• A seasoned, proactive and mature leader</li><li>• Mature, self-driven and results-oriented</li><li>• Able to react rapidly to changes and be creative in problem-solving</li></ul>	
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## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.
- Taking ownership** Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.
- Forward thinking** Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.
- Professional pride** Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department.
- Always inclusive** Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

## Key relationships with others

