

Candidate Information

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| Position: | Strategic Business Development Associate - KTP Associate - Scott & Ewing Ltd |
| School/Department: | KTP and Business Networks |
| Reference: | 20/108471 |
| Closing Date: | Wednesday 9 December 2020 |
| Salary: | £25,000 - £34,500 One of the key KTP benefits for graduates is access to an £8,500 training and travel budget over the 24 month project. |
| Anticipated Interview Date: | Wednesday 6 January 2021 |
| Duration: | 24 months. |

Job Purpose:

To increase management capability and to develop, implement and embed a set of medium to long term planning and decision making strategies. This will enable the organisation to be more agile and resilient.

Main Activities and Responsibilities:

Through the KTP programme we wish to recruit a graduate to work in Scott & Ewing Ltd (Omagh, Co. Tyrone, Northern Ireland) on a collaborative project with the Management School at Queen's over 24 months.

Scott & Ewing Ltd is a family-owned & led business, who have been in operation for over 50 years. Its main business is as a commercial plumbing and heating contractor and the company enjoys an excellent reputation for high quality industrial heating & plumbing services, predominantly in Northern Ireland.

We wish to recruit a dynamic and highly motivated graduate to lead and deliver a KTP project to increase management capability and to develop, implement and embed a set of medium to long term planning and decision making strategies within Scott & Ewing Ltd. The KTP Associate will lead on the delivery of the following key project stages with the support and guidance of their company and academic supervisors:

1. Context Setting: Understanding the organisation and its environment.
2. Understanding the 'Internal' Organisation and Auditing the Current Position.
3. Understanding Business Improvement Methodologies & Their Role in the Organisation.
4. Corporate Governance, Codifying Tacit Organisational Knowledge and Understanding Decision Making.
5. Strategy Making: Strategic Thinking and Separating the Strategic from the Tactical.
6. Building Capacity and Resilience in Decision Making.
7. Improving business operations and 'Getting Better at Doing Contracting Better'.
8. Project Review and Measuring Success.

Planning and Organising:

1. Manage and coordinate the items of work as laid out in the project plan (individual work plan will be provided by Supervisors).
2. Plan day-to-day activity within the framework of the agreed work plan.
3. Contribute to the planning and management of the project, approximately 3-6 months in advance.
4. Ensure that all training and development activity is scheduled to ensure that progress on the work plan objectives is not interrupted or delayed.

Resource Management and Responsibilities:

1. Plan and manage day-to-day resources to ensure the project runs to time and on budget.
2. Coordinate and obtain approval for planned expenditure/allocation of resources with the Management Committee and Steering Group.
3. Carry out supervision of placement students or other staff members as required.

4. Monitor travel and development budgets and produce a Personal Development Plan which will ensure best use of financial resources.
5. Attend training modules (mandatory and additional job-specific training). This may be local, national and international.
6. Perform any other additional duties as agreed by the Local Management Committee and Steering Groups to contribute to the development of the company, the university and the Associate.

Internal and External Relationships:

1. Present regular progress reports to members of the Steering and Management Groups and to external audiences.
2. Liaise with company staff on a daily basis. Contribute to training of staff in the company and university as required.
3. Build relationships with both company and university staff to ensure effective working practices are established.
4. Attend and contribute to any appropriate meetings, both in the company and the university as required.
5. Establish contacts with additional groups and organisations (other KTP Associates, other university departments, other industrial contacts, and Innovate UK) as required to develop knowledge and understanding and form relationships for future collaboration.
6. Act as an Ambassador for the Knowledge Transfer Partnership Scheme.

Additional Information:

1. Knowledge Transfer Partnerships help forward thinking companies innovate for growth. They do this by connecting organisations who have an innovative idea with the knowledge and expertise to help deliver it. This dynamic three-way partnership formed between an inspired graduate, the university and the company means that the graduate, known as the KTP Associate, provides the link between an expert academic team and a dynamic organisation. This bridge gives the graduate unique and exceptional access to both world class academic support and experts from within the business.
 2. A KTP provides a fulfilling employment opportunity where you can apply your knowledge to turn a key strategic innovative idea into reality and although the KTP Programme is aimed at recent graduates, any suitable qualified graduate may apply. Each KTP Associate role is a fully salaried job and last between 12 months and three years with approximately 70% of Associates offered employment by the host business at the end of the project. Projects can be in any sector and for businesses of all sizes. Each KTP Associate will have a travel / training budget to provide funding for job-specific training and further professional development. Two, one week residential management training modules are also included as part of the package.
 3. For all KTP projects, the graduate is employed by the University but contracted to work in the business, under the business' basic terms and conditions including holidays and hours of work. As a member of University staff, KTP Associates can join the University pension scheme, gain access to University resources including the Library and sports facilities.
 4. KTP aims to help businesses improve their competitiveness and productivity through the better use of knowledge, technology and skills held within the UK knowledge base. KTPs are funded by UKRI through Innovate UK with the support of co-funders, including the Scottish Funding Council, Welsh Government, Invest Northern Ireland, Defra and BEIS. Innovate UK manages the KTP Programme and facilitates its delivery through a range of partners including the Knowledge Transfer Network (KTN), Knowledge Bases (in this case, Queen's University Belfast) and Businesses.
- More details about are available at www.ktp-uk.org

Essential Criteria:

1. Hold at least a 2.1 Honours Degree (or equivalent) in Strategic Marketing, Business Improvement or a closely related subject with a significant and demonstrable management component.
2. A graduate with a 2.2 Honours Degree in any discipline, who holds, or is about to obtain, a highly relevant Masters Degree (or higher) or has at least 5 years management experience in the construction sector will also be considered.
3. At least 9 months continuous work experience in management or construction management (which can be gained via a placement).
4. Completion of a relevant management project. *
- * can be demonstrated through completion of a module, student project or placement or industrial experience.
5. Demonstrable knowledge of change management or business improvement methodologies. *
- * can be demonstrated through completion of a module, student project or placement or industrial experience.
6. Demonstrable knowledge of organisational behaviour and governance. *
- * can be demonstrated through completion of a module, student project or placement or industrial experience.
7. Good oral written and presentation skills.
8. High level of IT skills.
9. Ability to think logically, create solutions and make informed decisions.
10. A high level of numeracy and the ability to interpret data.

11. Ability to work effectively as a member of a group.
12. Well organised, attention to detail and ability to meet tight deadlines.
13. An interest in staying with the Company. (Associates are normally invited to apply for permanent positions).
14. Ability to take part in Associate management courses (requiring two one-week periods in England).
15. Willing/able to travel throughout the UK and Ireland and abroad, as necessary.

Desirable Criteria:

1. One or more years continuous work experience in management or construction management (which can be gained via a placement).
2. Working knowledge or experience in developing and implementing management information systems within a company.
3. Demonstrable project management experience.
4. Experience of designing and delivering workshops.
5. Ability to deliver training and follow-up support to operatives.
6. Ability to influence people effectively.
7. Tenacious and committed to achieving goals.