



THE POST

College: University of Exeter Business School (<http://business-school.exeter.ac.uk/>)

Post: Supply Chain Innovation Manager (KTP Associate)

Reference No: R48175

Grade: E

Reporting To: Dr Allen Alexander and industrial supervisors

The above full-time post is available immediately for 24 months in the University of Exeter Business School.

This KTP programme is a partnership between the University of Exeter (hereafter known as “the University”) and Hymid Multi-shot (hereafter known as “the company”). You will be employed by the University of Exeter, but will spend the majority of your time working on this project at the company premises in Torquay, Devon.

The company

Hymid has been in operation for 18 years and offer both single and two shot plastic injection moulding, injection mould toolmaking, tool modifications & repairs: pre-production and prototype tooling and mould tool trials - along with technical plastic injection moulding of low to medium volume, high value components to sectors such as Medical, Healthcare, Electronics, Instrumentation and Test & Measurement.

More information can be found at <http://www.hymid.co.uk/index.php>

KTP (Knowledge Transfer Partnerships)

KTP offers a high calibre graduate the opportunity to accelerate their career by gaining experience at senior level in the organisation and receive a tailored development programme. Further information on Knowledge Transfer Partnerships can be found on www.ktponline.org.uk.

The successful candidate will work with Hymid and academic supervisors from the University of Exeter in the Business School. The project aims to develop and embed an Innovation Management Capability in order to realise new business opportunities for knowledge-based products and services.

To assist with this project we are looking for a candidate with a First degree or Masters in Business Management, Operations Management or Engineering or Engineering with Management.

Main purpose of the job:

The successful post-holder will be responsible, in conjunction with their Industry and Academic Supervisors, for managing and driving forward this programme within the company.

The project brings together two research areas within the Business School – Supply Chain Management research and Innovation research with the Centre for Innovation & Service Research. Working with Hymid we are looking to develop bespoke supply-chain improvements to create a solid base for future trading and a platform from which to develop value-adding services and exploit collaboration or open innovation opportunities.

Main Duties & Accountabilities

The post-holder, through a supported environment involving a range of tasks and activities, will help to achieve the following:

1. Business Understanding
2. Review & design revised procurement & inventory control system
3. Develop pro-active supply chain management
4. Supplier risk analysis and management
5. Create a company wide innovation strategy
6. Prototype Hymid's new service-based business models
7. Embed supply chain and innovation activity using awareness and cultural change

Additional responsibilities include:

Resources

- Managing the programme and ensuring that the equipment and consumables, associate development and travel and subsistence elements of the budget are used efficiently and responsibly.
- Ensuring the resources available at the University and the company are used effectively to assist in the project.
- encouraged to make best use of the resources provided to all KTP Associates e.g. training, support.

Decision Making

- As KTP is a partnership between a University and a company, the post-holder will report to an Academic and Industrial Supervisor and will be expected to work to tight deadlines within a pre-scoped 24 month work programme.
- Report on a monthly basis to both the industrial and academic supervisors and decisions concerning the Programme will be taken in consultation with all parties. SM
- Make 4-monthly presentations to the Local Management Committee, which is responsible for seeing that the programme objectives are met and that the Company, the University and the Associate all gain the expected benefits.
- Whilst key decisions regarding expenditure and overall direction of the programme are taken jointly, it will be expected that the Associate takes the lead in providing recommendations on which to base these decisions.

Planning

- The post-holder will be responsible for the timing of training to fit in with the workload constraints of the project, the company and the University.

Person Specification

Competency	Essential	Desirable
Attainments and qualifications	First or 2:1 in Business Management, Operations Management, Engineering or Engineering with Management (BA/BSc)	Masters in Business Management, Operations Management, Engineering or Engineering with Management
Prior experience	An interest and affinity with manufacturing.	Delivering change programmes in a corporate environment and with particular reference to supply-chain working patterns and processes in an operational environment. Experience of a manufacturing company or environment
Skills and understanding	Excellent IT skills. Ability to motivate themselves. Excellent administration skills. Ability to work effectively with all levels of people Excellent communications skills (both written and oral) with a flair for training and dissemination of new information Ability to prioritise and meet deadlines under pressure. Excellent time management, project management and organisational skills. Ability to think outside of the box to find proactive, innovative and relevant solutions to problems.	
<i>Other skills and attributes</i>	Flexible and enthusiastic. Dynamic and inquisitive Ability to work well as part of a team.	Evidence of published research work.

For further information please contact Dr Allen Alexander, e-mail: a.t.alexander@exeter.ac.uk telephone 01392 726299 or Prof Mickey Howard e-mail: m.b.howard@exeter.ac.uk. Telephone: 01392 722153

Additional Information Relating to the Post

Salary

Salary will be £25,513 per annum subject to knowledge, skills and experience. Plus a further £4,000 for personal development.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information. Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **Tuesday 28 April**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.