

JOB DESCRIPTION

Job Title: Advancing Innovative Manufacturing in South of Scotland (AIMS) Technical Officer		Ref No:	JE Ref: U876(3)
Department: Education, Skills and Community Wellbeing		Band: 10	Location: Dumfries and Galloway
Responsible To:	AIMS Project Manager		
Responsible For:	Project Support Officer		
Job Purpose:	To implement and deliver Advancing Innovative Manufacturing (AIMS) Business projects and Skills development in Dumfries & Galloway as part of the wider AIMS project team.		
Main Responsibilities:	Delivery of the technical aspects of the AIMS project, including project support requests, the expressed training needs of local businesses and planned training for individual skills seekers. Identify, research and deploy innovative industrial and digital technologies for the benefit of regional business and skills development. Support partners, key stakeholders and the Employability, Skills & Partnerships service in the delivery of workforce skills that help meet regional skills demands.		
Job Activities:	1. Assessing skills gaps and future skills demands, and building upon provision elsewhere in the region, devise and deliver an annual training programme that supports regional skills needs, inclusive of bespoke training opportunities for local businesses and individual requirements. 2. Deliver taster sessions, short training programmes and accredited training to upskill individuals to move into further education, apprenticeships and a range of employment. 3. Deliver manufacturing improvement projects for Dumfries and Galloway Businesses using AIMS equipment. 4. Adopt a proactive, collaborative and inclusive approach to the delivery of project support identified in AIMS with a focus on local net zero targets. 5. Establish close working relationships with a range of sectors inclusive of engineering and manufacturing businesses within Dumfries and Galloway. 6. Ensure the high quality of the work supported by the AIMS project and work within project management principals. 7. Widen knowledge, understanding and awareness of innovation opportunities in Dumfries & Galloway and support the wider team, partners and stakeholders to learn from and get involved in the work of AIMS. 8. Support the preparation of performance indicators and financial		

	monitoring reports for the senior management and reporting to the relevant funders. 9. Ensure appropriate publicity and acknowledgement of the works of the AIMS project is undertaken. 10. Ensure that the employers, trainees and others assisted via AIMS, comply with the Departments, and/or their own Health & Safety at Work procedures and any relevant legislation, and to ensure that safe system of work are used at all times.	
Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Lesley Sloan	Date: May 2025