**Job Description**

**Job Title: Senior Advisor, Digital Transformation**

**Career Level: 3**

**Department or Business Sector: Digital Transformation**

**Location**: Coventry (West Midlands)

**Reporting to (manager’s job title): Lead advisor - Digital Transformation**

***Please read the notes on pages 2 and 3 before completing these sections.***

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| **Heading:** | **Description** |
| 1. **Job Purpose** | The purpose of the Digital Transformation advisor role is to work with manufacturing clients through a discovery process to identify information systems requirements and opportunities for digital technologies using a structured engagement process, and develop digitalisation plans to support the business growth strategy.  Specifically, this involves:   * Understanding our client’s problems and how MTC can support their resolution; * Identification of appropriate digital technologies * Using assessment tools to identify the current state of digital systems maturity. * Running workshops to identify digital technology opportunities to support strategic growth. * Evaluating opportunities to define work packages with clear value propositions. * Planning for information system selection * Developing pilot programmes for digitalisation projects * Leading project work programmes and managing the activities of junior team members * Developing roadmaps that describe how to enhance a client’s capability;   In addition there are technical and administrative roles that also need to be performed to ensure effective delivery of MTC’s business. |
| 1. **Communication** | The Digital Transformation Advisor role is critical to guide project stakeholders (Customer, 3rd party specialist technology partners and MTC resources) in defining and deploying digital technology associated with industrial projects.  The role holder must be articulate and demonstrate excellent communication and presentation skills.  The role holder should be comfortable working at all levels in a business from operators to executive team. |
| 1. **Innovation** | The role holder will perform a key role in identifying opportunities for application of digital technologies, processes and methodologies for the solution of industrial problems.  The role holder will be expected to demonstrate highly developed problem solving skills and apply these to complex multi-dimensional problems. This role will involve the identification of innovative ways to use digital technologies to solve industrial challenges. |
| 1. **Knowledge** | The role holder will be involved in guiding MTC customers on the application of digital technologies. The role holder should have a good working knowledge of the following:   * Different types of manufacturing systems (ideally ERP, MRP, MES and PLM) * IT and OT system architectures * Data and information required to support manufacturing operations   Additionally awareness of the following would be an advantage:   * Manufacturing Operational Efficiency improvement methods * Business Process Re-engineering for Innovation * Change management |
| 1. **Person Specification** | All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:   * Acting responsibly, putting MTC’s interests ahead of personal ambition; * Providing inspirational leadership to all who come in contact with you; * Delivering in the broadest sense a great working environment; * Leading with humility, honesty and integrity in all that you do; * Promoting teamwork, supporting through difficult times and collectively celebrating our successes.   In addition:   * High level stakeholder management, both internally and externally; * Commercially and financially astute; * Independent and driven self- starter and completer finisher. * Performing well in a customer facing role; * Able to absorb a wide range of developments in technology and see how these can add value to the industrial sector; * Communicating technical information in a credible way, with a level of detail that is appropriate to the audience; * Supporting governance of the MTC Project Management Process; * Ability to "think out of the box", identify and resolve issues using a strongly analytical approach and challenge the status quo; * Excellent decision-making capability, able to manage multiple concurrent tasks and prioritize effectively; * Good Engineering, Information Systems or Business degree, possibly with an MBA. * Experience of leadership and people management * Highly computer literate * Experience in the manufacturing sector is essential either as a manager, manufacturing engineer, information systems consultant, management consultant, systems analyst or systems architect. * Experience of manufacturing system implementation projects is desirable. |