RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please attach the following documents. (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

a. A covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
b. A Curriculum vitae - giving full details of your qualifications and experience to date.

- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Sunderland is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (0191 515 2054) for help.

Closing Date: 11/03/2018

Interviews are planned for: Date to be confirmed

Produced by:

KTP Team

Enterprise and Innovation

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Edinburgh Building

Chester Road

Sunderland

SR1 3SD

Tel 0191 515 2147

Email: ktp@sunderland.ac.uk

JOB DESCRIPTION – Job ref 0446-17R

Job Title:	Computer Scientist - KTP Associate
Contract:	Full-time. Fixed term for 24 months. The position is fixed term due to being part of a government funded innovation programme. There may be an opportunity for a permanent role as an employee at Muckle LLP at the end of the project. However, this will be discussed and terms and conditions agreed nearer the time.
Hours:	Normal hours of work are 35 hours per week and will be from 9.00am to 5.00pm Monday to Friday inclusive with 1 hour for lunch, although the nature of the role means that flexibility is required.
Salary:	£25,000 to £31,148 per annum depending upon your qualifications and experience.
Department/School/Section:	School of Computing and Enterprise and Innovation
Responsible to:	Professor Yonghong Peng Lead Academic
Responsible to on a day to day basis:	David Hagan, Senior Lecturer in Computing
Location:	This post will be based at: Muckle LLP Time Central 32 Gallowgate Newcastle upon Tyne NE1 4BF

Purpose of the Job:

The University of Sunderland in partnership with Muckle LLP offers an exciting opportunity to a recent graduate to develop a bespoke, innovative and intelligent business analytics platform and mobile application for the legal services sector, initially addressing the debt collection marketplace for businesses, via embedded artificial intelligence and advanced data analytics.

Duties of the Post:

The main duties of the post will include:

- Exploratory research into the data held by Muckle that will lead to better understanding the technical requirement for the new platform.
- Define cloud-based infrastructures and technologies.
- Explored AI techniques including Natural Language Processing (NLP) useful in scanning and predicting what documents will be relevant to a case.
- Create a requirement specification documenting to operate with minimal human interactions.
- Design and develop an intelligent legal software platform and application using historical data for machine learning, AI to enable time-efficient decision making.
- Engage with large legal institutions and test groups for scoping/testing.
- Finalise the system for use in Muckle's intelligent legal services environment.
- Any other duties as may be assigned from time to time by the University of Sunderland Academic Team or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

November 2017

PERSON SPECIFICATION

JOB TITLE: Computer Scientist – KTP Associate	POST REF: 0446-17R

Qualifications/Training

	Essential	Desirable
BSc in Computer/Data Science	x	
MSc in Computer/Data Science		x
PhD in Computer/Data Science		x

Skills

	Essential	Desirable
Demonstrable skills in Mobile App design, development and testing.	x	
Demonstrable skills in software design, development and testing, and coding skills in languages such as Java, C++, Python, R, etc.	x	
A solid understanding of AI and data analytics.	x	
A knowledge and understanding of text data analytics and text mining		x
A knowledge and understanding of developing machine learning algorithms		x
Awareness of big data ecosystems, cloud infrastructure and their development (e.g. hadoop, mongo database).		x

Transferable skills including problem identification and solution; team and group working; communication - oral, written and visual; project and time management; and commercial awareness.	x	
Good skills for critical review, able to review literature, on-line and open source for cutting-edge technology, including the identification, use and incorporation of algorithms.	x	

Attributes

	Essential	Desirable
Self-motivated, organised and focused, able to cope with challenging technical problems and to determine and implement a solution.	x	
Creative and innovative, able to identify novel ways of applying AI and Machine Learning approaches and to communicate these, implement and evaluate.	x	
An interest in business analytics		x

Experience

	Essential	Desirable
Sound understanding and practical experience of intelligent software design and development.	x	
Engagement in projects with others, working in teams to create services and software products.		x
Experience of Intelligent Systems and Data Analytics and of applying intelligent techniques and approaches for software development.	x	

*The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. The University will not be able to offer Tier 2 Sponsorship for this role. For further information about UK immigration requirements please follow this link:

https://www.gov.uk/government/organisations/uk-visas-and-immigration

The University of Sunderland is proud to be:

To be bold and inspirational in providing education, research and creative practice, which offers transformative experiences to students, staff, communities and business partners in the UK and across the world.

Knowledge Transfer Partnerships (KTP)

A Knowledge Transfer Partnership (KTP) is a three-way project between a company, a university and a graduate (known as an Associate), which enables the transfer of knowledge, technology and skills to which the company currently has no access. Supported by the university, KTP Associates manage strategic projects within the company.

A KTP can help graduates to enhance their career prospects by providing them with an opportunity to manage a challenging project, which allows them to use their degree, and is central to an organisation's strategic development and long term growth.

Whilst the Associate leads the KTP project, they are supported by experienced staff from the company and university. They are also assigned a KTP Adviser, who supports them in maintaining good working relationships within the partnership and in planning their professional development in broad terms. For more information, visit http://ktp.innovateuk.org. While the associate will be an employee of the University of Sunderland, they will be expected to comply with the procedures and policies of the host company and will be provided with a comprehensive induction programme.

Muckle LLP

A successful Commercial Law Firm based in Newcastle upon Tyne. From our home in the wonderful North East of England we have built a national reputation, not only for providing the best advice and service we possibly can, but also for doing it with a personality and enthusiasm.

 It also goes without saying that our business is only as good as its people. And we believe that having people onboard who enjoy what they do goes a long way to giving clients the superior service experience we provide. For that reason, the way we work and form professional relationships is important to us. We always trust, respect and value each other. We operate collaboratively in an honest and open way. But equally, we also have fun and enjoy each others' company. In short, we work as one team. It's qualities like these that are of fundamental importance to our ability to pull together and build the strongest client relationship we can.

However, while we all operate as part of the Muckle team, we know that in terms of our clients one size does not fit all. Which is why everyone is encouraged to develop their own unique style, to use their personality and to be proud of who they are. This is, therefore, an excellent opportunity for a Computer Scientist looking to work in a friendly, open environment who wants to work in a forward thinking, commercial law firm.

For more information, please visit https://www.muckle-llp.com/

General Information

Informal enquiries may be made to Professor Yonghong Peng, Academic Supervisor (email: yonghong.peng@sunderland.ac.uk) or George Belias, KTP Manager (tel: 0191 515 2147 email: George.belias@sunderland.ac.uk). However, applications must be made online.

KTP is funded by a UK Government grant and this appointment carries no expectation of extension beyond the end of the fixed-term contract.

In principle, previous KTP Associates are not eligible to apply. There are some circumstances where a previous Associate can apply for a new KTP. Please check with your previous KTP Adviser for information.

Please note that the role holder will be based at Muckle LLP located in Newcastle, but may be expected to travel to the University of Sunderland St. Peter's Campus from time to time.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

http://services.sunderland.ac.uk/images/services/hr2015/documents/People%20Strategy%20PRINT%20FINAL.pdf

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development policies
- On campus childcare facilities, for more information visit
  https://www.sunderland.ac.uk/more/childcare-centre/
- Childcare vouchers
- Bus Travel Discounts, for more information visit
  https://www.stagecoachbus.com/about/north-east
- Career Progression, please visit
  http://services.sunderland.ac.uk/hr/forstaff/careerprogression/
- Eye Care
- Give As You Earn (GAYE) - Charitable Giving
- Health Cash Plan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy

February 2018