RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **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 Essex 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. We also work in partnership with national disability organisation AccessAble who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

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 (01206 876559) for help.

Closing Date: 17 September 2019
Interviews are planned for: 30 September 2019
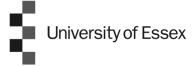**Expected start date: October 2019**

University of Essex

JOB DESCRIPTION – Job ref REQ03036

Job Title and Grade:	EIRA Data Science Placement, Grade 4
Contract:	Fixed-term, Full-time. This post is fixed-term until 22 May 2020 to work on a funded project finite in nature and established for a year in industry placement of a 2 year Masters course.
Hours:	36 hours per week
Salary:	£19,613 per annum
Department/Section:	Department of Mathematical Sciences
Responsible to:	Head of Department (HoD)
Purpose of job:	Working within our partner company, Mondaq, to create a machine learning model using algorithms, that would be capable of predicting (with a high degree of accuracy) levels of user engagement (e.g. article reads) and identify characteristics of an article, that are significant in driving higher (or lower) user engagement.

Duties of the Post:

The main duties of the post will include:

1. Manipulate complex sets of structured and unstructured data to extract useful insights for business decision making

2. Work on an end-to-end project, that involves everything from formulating a hypothesis, finding the right data to use, asking the right questions, carrying out exploratory analysis, feature engineering, machine learning modelling, optimization and finally - launching successful models to live production.

3. Confidently communicate findings to both technical and non-technical audiences

Any other duties as may be assigned from time to time by the Head of Department of Mathematical Sciences.

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.

Terms of Appointment:
For a full description of the terms of appointment for this post please visit:
https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract

July 2019

University of Essex

PERSON SPECIFICATION

JOB TITLE:EIRA Data Science Placement

Qualifications /Training

	Essential	Desirable
▪ Undergraduate Degree in Data Science / Statistics or equivalent	☐	☒
▪ Working towards BSc, MSc or PhD in quantitative science field e.g. Data Science or Statistics	☒	☐

Experience/Knowledge

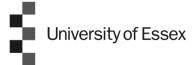|	Essential	Desirable
▪ Intermediate/strong analytical scripting skills (Python (preferred) and/or R, SQL)	☒	☐
▪ Intermediate/strong data visualisation skills (bokeh, seaborn, matplotlib, pyplot, etc.)	☐	☒
▪ Experience of applying Machine Learning models and carrying out robust statistical analysis	☒	☐
▪ Keen interest in Data Science and advanced analytics	☒	☐
▪ Inspiration, curiosity and creativity - we always welcome new project ideas.	☒	☐
▪ Experience in the full data science/machine learning project cycle, from literature review, exploratory analysis, experimentation, A/B testing and finally releasing of fully functioning data-driven product	☐	☒

Skills/Abilities

	Essential	Desirable
▪ Capability of working within a team and independently	☒	☐
▪ Reliability and dependability - able to take ownership for projects and work to time limits	☒	☐
▪ Hunger to learn and be challenged	☒	☐
▪ Great attention to detail - the successful candidate will be working with complex real-life data, so attention to detail is very important	☒	☐
▪ Able to communicate findings to both technical and non-technical audiences	☒	☐

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	☒	☐

* 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. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link
https://www.gov.uk/government/organisations/uk-visas-and-immigration

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ADDITIONAL INFORMATION

Department of Mathematical Sciences

You can find more information about the department at the following
https://www.essex.ac.uk/departments/mathematical-sciences

General information

Informal enquiries may be made to Emma Wakeling, Knowledge Exchange Manager (telephone: 01206 876513 e-mail: e.wakeling@essex.ac.uk). However, all applications must be made online.

Further information

In addition to an interview there will be a task element to the application process. If you are shortlisted you will receive a task by email on the 13 August 2019. You will have the day to complete and return it. This task will be related to the activity the successful candidate will be carrying out in the role.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

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
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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