

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

---

### Making an application:

**Please complete the short on-line application form, which includes some standard questions, and 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.
- 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 [DisabledGo](#) 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: 04 October 2018**

**Interviews are planned for: Mid-October 2018 – date to be confirmed**





**JOB DESCRIPTION – Job ref REQ01796**

<b>Job Title:</b>	Data Scientist (KTP Associate)
<b>Contract:</b>	Full-time. Fixed term for 13.5 months. The position is fixed term due to being part of a government funded innovation programme, however there may be potential to continue employment with the company partner following the completion of the KTP.
<b>Hours:</b>	37.5 hours per week (standard working week for host company)
<b>Salary:</b>	£26,450 - £30,000 per annum
<b>Department/School/Section:</b>	School of Computer Science and Electrical Engineering
<b>Responsible to:</b>	Prof Anthony Vickers Head of School
<b>Responsible to on a day to day basis:</b>	Dr Spyros Samothrakis, Academic Supervisor Marc Steel, Company Supervisor
<b>Location:</b>	This post will be based at: 1 Maitland House Warrior Square Southend-on-Sea SS1 2JY

**Purpose of the Job:**

To work with Hood Group and the University of Essex School of Computer Science and Electronic Engineering, on a Knowledge Transfer Partnership (KTP) project to embed machine learning and principles of AI technology within Hood Group to support their data-driven growth strategy.

**Duties of the Post:**

The main duties of the post will include:

**Technical and Research Duties**

- Review of current technology and preparation of a development roadmap.
- Data gathering, refinement and assessment.
- Analyse and collate results for reports, presentations and publications.
- Machine learning algorithms developed, techniques refined and tested.
- Development of real-time web analytics, recommender systems and reinforcement learning.
- Develop a suitable Test Suite.
- Develop neural sampling methods.
- Embedding a new machine learning capability and statistical modelling into a live web platform
- Developing connections/networks/patterns across Hood Group mediums.
- Draft research papers for conferences and publication, collaboratively with the academic team.

**Project Management Duties**

- Organise regular technical project reviews with the academic team and Hood Group.
- Work collaborative with the Data Science team at Hood Group and academics and researchers at the university.
- Deal with project issues which may affect commercial and research objectives and deadlines.
- Provide regular updates on progress to the project team via oral and written reports and presentations.
- Manage and update the project risk log.
- Manage project budgets, specifically travel, consumables and personal development budgets.
- Embedding of knowledge within the company to ensure technology transfer, including development of training guidance and processes.



*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.*

***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.***

***For Academic posts only: It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

**September 2018**

**PERSON SPECIFICATION**

<b>JOB TITLE: KTP Associate:</b> Data Scientist (KTP Associate)	<b>POST REF:</b> REQ01796
---	---------------------------

**Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
▪ BSc in Computer Science or a related discipline.	x	
▪ MSc in Statistics, Data Science, Computer Science, Mathematics or a related discipline.		x
▪ PhD in Computer Science.		x

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
▪ Good theoretical and applied knowledge in a range of statistical and computational techniques, including regression and classification methods, machine learning and data visualisation.	x	
▪ Good knowledge and experience of high level programming languages (preferably R, C#, Java or Python).	x	
▪ Experience of project management to successful conclusion and working within a team, preferably in a commercial environment.	x	
▪ Experience of working both with structured and unstructured data.		x
▪ Data visualisation experience e.g. Qlik/Tableau.		x
▪ An understanding of data science usage in the insurance sector.		x

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
▪ Effective communication skills to be able to work collaboratively in a small team.	x	
▪ Ability to work to deadlines.	x	
▪ Good command of written and spoken English.	x	
▪ Ability to work independently and as part of a team.	x	
▪ Proactive and committed to the project.	x	
▪ Excellent time management skills.	x	
▪ Ability to interface with people with commercial interests and from varied technical backgrounds.		x

**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ An understanding of, and commitment to, equality and diversity.	x	
▪ Can meet the requirements of UK 'right to work' legislation *	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 may 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>

## Working at the University of Essex

### The University of Essex is proud to be:

A leading academic institution with an international reputation for the quality of its research and teaching and an international community that is committed to equality and diversity.

### 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>.

### Hood Group Ltd

Hood Group has been providing insurance solutions for over 30 years to some of the most well respected brands, insurance partners and financial intermediaries. Hood Group is one of the largest employers in South East Essex with over 200 staff, award winning services and cutting edge technology. Specialising in general insurance including Home, Travel and Pet, we offer our partners an end-to-end service; from product and quote platform design through to sales and retentions. <http://hoodgroup.co.uk/>

### School of Computer Science and Electronic Engineering

The School of Computer Science and Electronic Engineering comprises 1,200 students from more than 75 countries, supported by 170 academic, research and support staff. The school is conducting world-leading research in areas such as evolutionary computation, brain-computer interfacing, intelligent inhabited environments and financial forecasting, and boasts the largest robotics research group of its kind in the UK.

For more information, visit <https://www1.essex.ac.uk/csee/about/default.aspx>.

### General Information

Informal enquiries may be made to the project Academic Supervisor, Dr Spyros Samothrakis (**email:** [ssamot@essex.ac.uk](mailto:ssamot@essex.ac.uk)) or Robert Walker, KTP Manager (**tel:** 01206 874076 **email:** [r.walker@essex.ac.uk](mailto:r.walker@essex.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 KT Adviser for information.

Please note that the role holder will be based at Hood Group Ltd located in Southend-on-Sea, Essex, but may be expected to travel to the University of Essex Colchester Campus from time to time.



## **People Supporting Strategy**

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.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 a 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 Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

## **No smoking policy**

The University has a no smoking policy

**September 2018**