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| Last updated: | 10 May 2021 |

**JOB DESCRIPTION**

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| Post title: | **Enterprise Fellow – Knowledge Transfer Partnership** | | |
| Standard Occupation Code:  (UKVI SOC CODE) | 2119 – Natural and social science professionals | | |
| School/Department: | Southampton Business School / Strategy, Innovation and Enterprise | | |
| Faculty: | Social Sciences | | |
| Career Pathway: | Education, Research and Enterprise | Level | 4 |
| \*ERE category: | Enterprise Pathway | | |
| Posts responsible to: | Dr Ajit Nayak | | |
| Posts responsible for: | None | | |
| Post base: | Spearfish Office in Winchester/Work from home during Covid restrictions | | |

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| Job purpose |
| This role is part of the Management Knowledge Transfer Partnership (mKTP) programme co-funded by a grant from Innovate UK. The successful candidate will be employed by the University and will be based at Spearfish Security (Winchester), where they will lead on the business and data analytics of the project and be supported by academics from SBS and ECS at the University of Southampton.  The purpose of this role is to:  To contribute to the successful delivery of the mKTP under the supervision of Dr Nayak (SBS)/Dr Gerding (ECS) and Mr Hooton/Ms Turner (Spearfish).  To collaborate effectively with Spearfish and develop solutions to Spearfish’s business model.  To consult effectively with the academic team and transfer academic knowledge.  To undertake leadership, management and engagement activities, contributing to the effective management and administration of the mKTP. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Engage Software Developers, Build and Test Platform: To work with software developers to begin the initial building of the platform, to carry out internal testing of the first platform design, making modifications where necessary, to engage a pilot group of a few key clients to test the platform, and to collect feedback on the pilot. | 35 |
|  | Capacity Build and Embed System within Business: To write a technical statement that will define the core functionalities of the platform, and to work towards a more advanced version of the platform. | 25 |
|  | Carry out Company Needs Analysis and Assumption: To identify the main areas of Spearfish’s business model and operations strategy that need improving, the operational and management challenges Spearfish currently face, and define the business problem. | 15 |
|  | Create Management Solution, R&D Investigation and Operational Requirement/Technical Specification: To assess the structural changes needed to be adopted by the business, to define our Management Platform that is to be built, review existing techniques and products on the market with the potential to solve the business problem. | 15 |
|  | Engage Clients and create Marketing and Sales strategy: To engage existing Spearfish clients and employees, and gather inputs to inform the definition of the problem and the proposed solution. | 5 |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 |

| Internal and external relationships |
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| Take ownership of the project and develop their stakeholder management and project management skills. The associate will work remotely with Regional Security Advisors in various sub-Saharan African countries (e.g. Nigeria, Kenya) and South Asia (e.g. India, Pakistan), CEO and senior leadership team at Spearfish. This will help the Associate build strong collaboration skills, particularly when overcoming cultural differences or breaking down organisational barriers at the country level.  The associate will also learn to bridge the gap between academia and practice by working with the academic team at the University of Southampton.  Externally, they will liaise with industry and Spearfish’s client base, as well as academic faculty members who will provide in-depth management and computer science support. They will have to use management tools, such competitor analysis and market research and produce robust specifications for future software development in a rapidly changing environment. |

| Special Requirements |
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| You should not have previously held a KTP post and you cannot previously have worked for Spearfish Security. |

| Additional Benefits |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | BSc and/or MSc in Business Analytics, Information Technology, Computer Science, Software Engineering or similar | MSc in Data analysis, Digital business analysis, Digital innovation or similar  Practical experience in software engineering, data analytics and digital technology solutions.  Knowledge of machine learning and artificial intelligence based solutions.  Knowledge of developing novel digital platform and in evaluating its efficacy to transform the company’s business model.  PhD or equivalent professional qualification and experience in Business Analytics or Computer Science. | CV |
| Planning and organising | Able to organise own research activities to deadline and quality standards.  Demonstrate ability to work on own initiative and independently. | SF is a small international team communication across time zones so understanding Office 365 TEAMS / Planner | Interview |
| Problem solving and initiative | Able to organise own research activities to deadline and quality standards.  Demonstrate ability to work on own initiative and independently. | Able to suggest adaptions and amendments to research activities and strategic direction of project, based on evidence led conclusions. | Interview |
| Management and teamwork | Able to contribute to management and administrative processes.  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development. | Experience of working in culturally diverse teams, and working under pressure in stressful situations. | Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience.  Able to present research results at group meetings and conferences.  Able to write up research results for publication in leading peer-viewed journals.  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes.  Proven ability in English language both written and verbal. | Being able to present confidently to the team using PowerPoint over Video Conferencing and in person | CV & Interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Able to show an understanding of equality, diversity and inclusion matters.  To role model the Southampton behaviours (see appendix 1) and work with the management team to embed them as a way of working across the department / School / University | Will be confident and/or knowledgeable about in working across different cultures and work practices. | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

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| **All staff** | **Behaviour** |
| **Personal Leadership** | I take personal responsibility for my own actions and an active approach towards my  development |
| I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly |
| I show pride, passion and enthusiasm for our University community |
| I demonstrate respect and build trust with an open and honest approach |
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| **Working Together** | I work collaboratively and build productive relationships across our University and beyond |
| I actively listen to others and communicate clearly and appropriately with everyone |
| I take an inclusive approach, value the differences that people bring and encourage others  to contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achieve  positive and productive outcomes |
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| **Developing Others** | I help to create an environment that engages and motivates others |
| I take time to support and enable people to be the best they can |
| I recognise and value others’ achievements, give praise and celebrate their success |
| I deliver balanced feedback to enable others to improve their contribution |
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| **Delivering Quality** | I identify opportunities and take action to be simply better |
| I plan and prioritise efficiently and effectively, taking account of people, processes and  resources |
| I am accountable, for tackling issues, making difficult decisions and seeing them through  to conclusion |
| I encourage creativity and innovation to deliver workable solutions |
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| **Driving Sustainability** | I consider the impact on people before taking decisions or actions that may affect them |
| I embrace, enable and embed change effectively |
| I regularly take account of external and internal factors, assessing the need to change and  gaining support to move forward |
| I take time to understand our University vision and direction and communicate this to  others |