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| Last updated: | Feb 2023 |

**JOB DESCRIPTION**

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| Post title: | **Management Knowledge Transfer Partnership Finisher with Spearfish Security** |
| Standard Occupation Code:(UKVI SOC CODE)  | **2134 - IT project and programme managers** |
| School/Department: | University of Southampton |
| Faculty: | Southampton Business School |
| Career Pathway: | Management, Specialist and Administrative | Level | 4 |
| \*ERE category: | N/A |
| Posts responsible to: | Ajit Nayak |
| Posts responsible for: | None |
| Post base: | Spearfish Office in Winchester with visits as needed to Highfield campus. |

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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 in Winchester, where they will lead on developing, implementing, and maintaining programs, enterprise application integration, and software program solutions with support from academics at Southampton Business School (SBS) and Electronics and Computer Science (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 the Prof. Nayak (SBS)/Prof. Gerding (ECS) and Mrs Turner/Mr Hooton (Spearfish).
* To collaborate effectively with Spearfish and develop solutions to Spearfish’s business need and challenge.
* 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.
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| Key accountabilities/primary responsibilities | % Time |
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|  | Understanding and Interpreting Technical RequirementsConduct thorough analysis of business processes and requirements for the development and implementation of the online duty of care product. Collaborate with stakeholders to inform, document, and prioritize business needs and user requirements. Translate business requirements into technical specifications and user stories for development team guidance. | 35 |
|  | Documentation and CommunicationDocument business requirements, functional specifications, and use cases in clear and concise manner. Communicate effectively with internal stakeholders and development team to ensure alignment and understanding of project objectives and deliverables. Facilitate requirements review sessions and workshops to gather feedback and validate requirements. | 30 |
|  | Market Research and analysisUtilise data analytics techniques to extract insights from existing data sources and inform decision-making processes. Analyse data trends and patterns to identify opportunities for optimisation and enhancement within the product. Collaborate with academic partners to leverage expertise in data analytics for project advancement. | 30 |
|  | Quality Assurance and User TestingCollaborate with QA team to develop test plans and scenarios based on defined requirements. Participate in user acceptance testing (UAT) to ensure delivered solutions meet business requirements and quality standards. Provide support for issue resolution and defect management throughout the testing phase. | 5 |

| Internal and external relationships |
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| Take ownership of the project and develop stakeholder management, project management and ensuring effective communication, data exchange, and enhanced user experience across Spearfish’s platforms. The Finisher will work closely with cross-functional teams to understand requirements, design integration solutions, and implement robust and scalable integrations using Microsoft technologies. The Finisher will work with Spearfish senior leadership team to develop client relationships.The Finisher 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 bodies and Spearfish’s client base, as well as academic faculty members who will provide in-depth strategic management and computer science support.  |

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

|  Additional Benefits |
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**PERSON SPECIFICATION**

The Finisher will be a graduate with a background in Computer Science, Software Engineering or similar.

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | BSc in Business Analytics, Computer Science, Software Engineering or similar.Practical experience in software engineering, data analytics and digital technology solutions.Knowledge of machine learning and artificial intelligence based solutions. | MSc in Business Analytics, Computer Science, Software Engineering or similar. | CV/Interview |
| Management and teamwork | Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork. Able to formulate development plans for own staff to meet required skills. Able to proactively work with colleagues in other work areas to achieve outcomes |  | Interview |
| Planning and organising | Able to organise own activities to deadline and quality standards.Demonstrate ability to work on own initiative and independently. |  | CV/Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience.Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes. |  | CV/ Interview |
| Knowledge and awareness | Able to apply an awareness of principles and trends in Business Analytics and an awareness of how this affects activities within Spearfish |  | Interview |
| Problem-solving and initiative | Able to develop understanding of software development and digital capability development problems and apply professional knowledge and experience to solve them. |  | Interview |

**JOB HAZARD ANALYSIS**

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

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| [x]  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  |  |  |  |