|  |  |
| --- | --- |
| Last updated: | 14/2/2023 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Enterprise Fellow** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2136 - Programmers and software development professionals | | |
| School/Department: | Geography and Environmental Science | | |
| Faculty: | FELS | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Enterprise pathway | | |
| Posts responsible to: | Jason Sadler (GeoData IT Team Manager) | | |
| Posts responsible for: | No direct supervisory responsibility | | |
| Post base: | Office-based | | |

|  |
| --- |
| Job purpose |
| To contribute to the successful delivery of enterprise and research infrastructure projects under the supervision of GeoData’s IT Team manager, working in close collaboration with GeoData’s Web development and Spatial Data Infrastructure teams and other staff within Geography and Environmental Science.  Contribute to the team delivery of enterprise and research projects, building relationships with project partners and external clients and funders.  To undertake leadership, management and engagement activities, contributing to the effective management and administration of GeoData activities. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Carry out GeoData enterprise and research infrastructure activities, through the development and delivery of tools and applications, primarily using open source web development and database technologies with agile software development methodologies. Collaborate closely with the GeoData IT Team Manager and development team to develop, test, evaluate, maintain and enhance applications. | 60 % |
|  | Work effectively with University and external project partners, clients and funders in the support, training and management of GeoData enterprise and research infrastructure projects and applications. | 10 % |
|  | Consult effectively with partners, clients and funders, including identification of funding sources. Contribute to development of project tenders and propose solutions to meet client specifications. Take a lead on specific technical offerings. | 5 % |
|  | Contribute to GeoData income generation, e.g. through contribution to development of proposals and winning enterprise and research infrastructure projects. | 5 % |
|  | Write and edit application and project management documentation and reports and participate in impact and public engagement activities. | 9 % |
|  | Identify and explore new open source environmental and geospatial standards, initiatives and technologies to enhance the further development of enterprise and research infrastructure development within GeoData. | 5 % |
|  | Supervise temporary and casual staff, e.g. junior technicians | 1 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| * Staff within GeoData and Geography and Environment * University and external project partners * External clients and funders |

| Special Requirements |
| --- |
| * Will occasionally be required to attend meetings, events and conferences away from the office, nationally or internationally. Overnight stays away may be required. |

**PERSON SPECIFICATION**

| Criteria | Essential | Desirable | How to be assessed |
| --- | --- | --- | --- |
| Qualifications, knowledge and experience | BSc or equivalent professional qualifications or experience in computing or software development, usually supported by a post graduate degree and/or relevant professional qualifications  or  PhD in a computing related discipline  Detailed understanding, knowledge and experience of open source web application development  Experience in standards-based application development and data management including databases and software libraries and frameworks | Experience of the PHP web scripting language with MySQL Databases  Experience of geospatial data management or open source web mapping standards and technologies  Experience of enterprise or research infrastructure web or software developments within a research or consultancy environment.  Membership of relevant professional body  Masters in related discipline  Experience of preparing project tenders and costings. | Application form, interview |
| Planning and organising | Able to organise own activities to deadline and quality standards |  | Interview |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address them  Able to develop original techniques/methods |  | Application form, Interview |
| Management and teamwork | Able to supervise work of junior staff, delegating effectively  Able to contribute to management and administrative processes within GeoData  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Application form, Interview |
| Communicating and influencing | Able to communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Able to write up and present infrastructure development outcomes at group meetings and conferences and for publication in industry or academic journals  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes |  | Application form, Interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues, clients and students |  | Interview |
| Special requirements | Willing and able to attend national and international meetings and conferences to present project or research results |  | Interview |

**JOB HAZARD ANALYSIS**

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

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (eg: 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 (eg: 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |  |