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| Last updated: | 04-07-2025 |

**JOB DESCRIPTION**

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| Post title: | Enterprise Fellow | | |
| School: | Electronics and Computer Science | | |
| Faculty: | Faculty of Engineering and Physical Science | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Enterprise pathway | | |
| Posts responsible to: | Dr Stuart Middleton | | |
| Posts responsible for: | None | | |
| Post base: | Office-based | | |

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| Job purpose |
| To pro-actively identify opportunities for impact and outreach across a range of exciting AI-focused hardware and software research outputs from the PhD cohort of the MINDS Centre for Doctoral Training.  To undertake practical work creating demonstrator systems for outreach to the general public and commercial companies. This work will contribute to the MINDS CDT AI showcase published on MINDS CDT YouTube channel and other media.  To engage with staff at the School of Electronics and Computer Science (ECS) from a range of ECS groups and ECS centres to connect MINDS CDT PhD results with results from the wider ECS community.  To work with the MINDS CDT team to help the CDT as a whole deliver outreach and impact. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To undertake practical enterprise activities supporting the amplification of impact and outreach for a range of MINDS CDT PhD student research results. This will include software engineering and hardware integration work to create demonstrators, user interfaces and open source packages around existing PhD student research outputs. | 70 % |
|  | To pro-actively discuss, regularly monitoring and identify PhD cohort research outputs over a two year period, and report these to the MINDS CDT management team for ranking and prioritization. | 10% |
|  | To pro-actively engage with the groups and centres in the School of Electronics and Computer Science, identifying potential research connections with MINDS CDT PhD work that could be amplified via enterprise activities and reporting these to the MINDS CDT management team for ranking and prioritization. | 10 % |
|  | To work and support the MINDS CDT management and admin team, including attending events to support demonstrations and impact activities and recording impact results into institutional repositories. This includes any other related duties as allocated by the line manager following consultation with the post holder. | 10 % |

| Internal and external relationships |
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| Direct responsibility to MINDS CDT management team.  Internally, as a member of the MINDS CDT team, the post holder will be responsible for defined tasks and will co-ordinate their activities with the other members of the team.  Externally, the post holder will be expected to attend and support impact and outreach activities at various events in the UK. There may also be opportunities to support occasional activities at international events, subject to identified need and post holder agreement. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Degree *or* an equivalent combination of professional qualifications and experience in Computer Science or a related discipline and/or industrial experience.  Evidence of practical skills around creating demonstrator systems and packaging AI-focussed research work into reusable forms (software and/or hardware). | Postgraduate qualification (MSc or PhD) in an area relevant to AI.  Website or user interface design experience.  Open source package development.  Experience with AI-focussed programming languages such as Python and pytorch. | Application/  interview |
| Planning and organising | Able to plan and schedule their own work to meet multiple concurrent projects and minimise the impact on MINDS CDT staff and PhD students. |  | Interview |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address them.  Able to gather technical requirements in order to design a solution to meet requirements. |  | Application/  interview |
| Management and teamwork | Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development. |  | Application/  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. |  | Application/  interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues.  Proactive in promoting a working environment that is inclusive and engaging; recognising the value diversity brings. |  | Application/  interview |
| Special requirements | Able to attend UK-based events to support impact and outreach activities. | UK Nationality able to potentially obtain a security clearance to work with opportunities in the defence sector. | Application/  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 (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.

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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 |  |  |  |