KTP Associate Role Profile

Job Title:	Business Intelligence Developer (KTP Associate, Cycle Confident) - Analytics and Insights

Business Partner / University School	**Cycle Confident** and the **University of Surrey's** Surrey Business School and the School of Sustainability, Civil and Environmental Engineering

Based at:	Cycle Confident Ltd, Kennington Park Business Centre, 1-3 Brixton Rd, Oval, London SW9 6DE

Job Summary and Purpose:

The University of Surrey in partnership with Cycle Confident Ltd are jointly recruiting a recent postgraduate (ideally qualified to PhD level) to lead a Knowledge Transfer Partnership (KTP) project in accordance with a pre-defined programme of works.

About KTP: The KTP programme is a graduate recruitment scheme. It supports a RECENT graduate or postgraduate (the Associate) transition from university to a career in industry. It is a chance to deliver impact and can be the perfect launchpad, helping enhance your employability. As well as business-based training, the Associate is provided a dedicated training budget and time ringfenced specifically for their further development including a diverse range of non-technical skills, such as project management and leadership.

A KTP Project is a collaborative, three-way partnership between the Associate, a university (Knowledge Base) and a company (Business Partner), the aim of which is knowledge transfer between the three partners. This KTP project is co-funded by Innovate UK and Cycle Confident Ltd. The Associate is employed by the University of Surrey but based at Cycle Confident Ltd under the supervision of key company staff; and supported by university academics. The contract of employment is offered on a 36-month fixed-term contract.

About Cycle Confident: For over a decade Cycle Confident have been at the forefront of cycling development across the UK. Their innovation has led to an unparalleled level of experience and knowledge - building a future where everyone has the confidence to cycle from day to day as part of leading healthy, active lives.

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Main Responsibilities/Activities
The primary aim of this project is to develop and operationalise a new inhouse data dashboard - the Cycle Confident Integrated System Dashboard (CCISD). This will require the application of sound academic knowledge and principles in a real-world environment and a scientific assessment of what is realistically achievable within the business. In doing so, the business will be able to: i) Highlight and improve the effectiveness and reach of cycle training initiatives for adults and children by leveraging participant surveys and wider contextual data. ii) Develop new business and consultancy opportunities based on a data and evidence-based approach to delivery and programme evaluation. The Associate will develop a first-of-its-kind, evidence-based approach to monitor success and target interventions strategically which will then be operationalised in the form of the CCISD. As a project manager, the Associate will 'own' their own project, linked to both a university and a business whose experienced teams will provide full support. The Associate will be responsible for engaging with and embedding new knowledge within both the business partner and the University of Surrey.

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Person Specification

The post holder must:

- Ideally be a recently qualified PhD graduate in a subject related to Business Analytics, Computer Science, Data Science, Geographical Information Science or Transport, **OR** have an MSc with strong data analytics focus and relevant work experience.
- Be experienced in data analysis and visualisation in a programming environment, e.g. Python, R, Power BI, SQL,
- Have the ability to map business and information processes and present in reports other forms of documentation.
- Be able to communicate effectively with multiple stakeholders from a variety of backgrounds (including technical, business, policy, science).
- Have a high-competency level in spoken/written English at a technical level (i.e. IELTS 7.0 or a degree qualification studied in a majority native English-speaking country)

Relationships and Contacts

This is not an exhaustive list of every relationship the post holder has but is a brief description of those that play an important part in the post holder successfully carrying out the role.

As part of the KTP team at Surrey, the Associate will work closely with both the University Academics and the Business Partner Supervisor to build a team and liaise with the University of Surrey's KTP Office. Academic contact must be maintained through weekly meetings, online and at the Business Partner.

There will also be the opportunity for the postholder to network with other KTP Associates. The Associate will be expected to meet regularly with professionals from the Business Partner and their client base, who may provide feedback on the scope and progress of the project.

Internal Relationships
- KTP Office
- Business Partner KTP delivery team
- Academic KTP delivery team
- Other University of Surrey Staff and Students
- Other Company Staff
- Project Steering Committee

External Relationships
- Innovate UK KTN - KT Adviser
- Other KTP Associates
- Business Partner's Clients

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Special Requirements
Based at the Business Partner site, the KTP Associate:

- must be prepared to work outside normal working hours, when required.
- must be willing to undertake further studies, as approximately **10%** of their working hours should be **dedicated to training and development**.
- will be required to travel to the University of Surrey, and occasionally more widely.

As a university employee, all KTP Associates are expected to:

- Undertake such other duties within the scope of the KTP as may be requested by their Supervisors or Line Manager.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Follow the Business Partner's policies and working practices at all times to ensure that no disclosure of confidential information results from their actions.
- Follow University/School/Department policies and working practices at all times to ensure that no disclosure of confidential information results from their actions.
- Ensure they are aware of and abide by all relevant University / Business Partner / KTP regulations and policies relevant to their role.
- Help maintain a safe working environment by:

    - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand

- Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Be a team-player, supportive of colleagues and always operating in a collegiate manner.

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Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

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Background Information

The working hours, annual leave, and holiday entitlement are those of the Business Partner.

The standard working hours of Cycle Confident Ltd are 40 hours per week. The standard hours are 9:00-17:30, with 30 minutes taken as a lunch break.

The annual leave entitlement is 20 days rising to 25 accruing at a rate of 1 day per annum. The increase is added to the entitlement on the 1st January following the completed year of service. The exception to this is in the January after the first completed year, 2 additional days are added. The holiday year runs from 1st January to 31st December.

Potential to secure a permanent job with the business at the end of the KTP.

Please also see https://www.cycleconfident.com/ and https://www.ktp-uk.org/

Benefits to expect from the University of Surrey include a generous pension, cycle-to-work scheme, season ticket loans. Access to a wide range of courses under the Learning & Development Programme; library access

Benefits to expect from the KTP Programme include opportunity to gain professional qualifications or a higher degree. Access to academic support and the University's facilities to help deliver the KTP project.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
PhD in a subject related to Business Analytics, Computer Science, Data Science, Geographical Information Science or Transport, or an MSc with strong data analytics focus and relevant work experience.	E
Experience of data analysis and visualisation in a programming environment, e.g. Python, R, Power BI, SQL.	E
Ability to map business and information processes and present in reports and other forms of documentation.	E

Ability to communicate effectively with multiple stakeholders from a variety of backgrounds (including technical, business, policy, science).	E
A high-competency level in spoken/written English at a technical level (i.e. IELTS 7.0 or a degree qualification studied in a majority native English-speaking country)	E
Experience of technical documentation, reporting and presentations.	E
Experience in natural language processing	D
Experience with Geographical Information Systems, spatial analysis, and modelling.	D
Awareness of the policy field regarding behaviour change and/or active mode transport.	D
Ability to focus on the strategic issues without getting lost in the detail; translate technical requirements in layman language.	D
Ability to drive and manage a strategic KTP, with balancing technical and strategic elements	D
Have enthusiasm for the scientific process, embracing new ideas whilst bridging the gap between academia/industry preserving the interests of both.	D
Possess strong interpersonal skills and ability to communicate and work with people at all levels.	D
Be willing to undertake personal development to complement those skills already in place.	E
Have enthusiasm for cycling and an interest in transport policy would help with fitting into the business/ project	D
Special Requirements	**Essential/ Desirable**
A clear understanding of the Business Partner where you will be based; and of the KTP programme - how KTP works with business and the University, and the vital role the KTP Associate will play.	E
Ability to absorb knowledge and further develop skills during the KTP.	D

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

1. Develop and operationalise a new inhouse data dashboard - the Cycle Confident Integrated System Dashboard (CCISD).

2. Develop an understanding of CCISD's social and economic informatics, and its interactions and functionalities

3. Develop system security, maintenance and governance plans and ensure appropriate documentation exists whilst contributing to strategic discussions to adapt and improve the tools to meet evolving business requirements

4. Develop methods to evaluate data contained in CCISD and analyse and present these to demonstrate impact of CC training. This will include spatially disaggregated information to relate the relative impact

to geographical areas with different socio-demographics and to probe the interaction with the transport system and built environment

5. Present data in the form of visualisations that relate to the needs and priorities of customers. They'll need to choose and learn prototyping tool(s), implementing them to meet commercial use cases

6. Lead and deliver an innovative project, bringing the University academics and the Business Partner together

7. Embed new knowledge in both the Business and the University.

N.B. The above list is not exhaustive.