Candidate Information

Position:	Business & Data Intelligence Associate - KTP Associate, Positive Futures
School/Department:	KTP and Business Networks
Reference:	23/111346
Closing Date:	Friday 10 November 2023
Salary:	£30,000-£33,000. One of the key KTP benefits for graduates is access to a £6,800 training and travel budget over the 24-month project.
Anticipated Interview Date:	Wednesday 29 November 2023
Duration:	Fixed Term 24 months

Job Purpose:

Queen’s University Belfast in partnership with leading All-Ireland charity Positive Futures have an exciting employment opportunity for a graduate to work on a Knowledge Transfer Partnership.

The core mission of Positive Futures is to transform the lives of people with a learning disability, acquired brain injury or autism, by providing specialised community services to support people to live independently. To support this mission, Positive Futures are embarking on an ambitious digital transformation strategy which includes fundamental changes and improvements in how data is collated, analysed and reported. At the heart of this work, is how data can inform strategic planning to shape our support and improve the lives of people we support.

In collaboration with Queen's Business School the successful candidate will use data and analytics to develop innovative data-driven solutions which drive strategic growth, enhance service delivery, and support decision making. This will include development and enhancement of business intelligence solutions as well as more advanced analytics applications such as predictive modelling.

A key element of the role will be working with stakeholders within and outside the organisation to co-create data driven solutions. The successful candidate will develop networks with healthcare professionals and people supported by Positive Futures to ensure solutions are supporting the core mission of the organisation.
Positive futures provide the following services:
• Supported living services.
• peripatetic housing support services
• Residential short break (respite) services.
• Family support for children, families and carers.
• Long–term and short break (Shared Lives) adult placement services.
• Inclusive community support services.
• Day activities.
The KTP Associate will lead on the delivery of the following key project stages under the guidance of company and academic supervisors:
1. Mapping of data flows and associated business processes.
2. Development and setup of the analytics platform.
3. Development of Self‐Service Business Intelligence Dashboards.
4. Development of an Advanced Predictive Analytics Solutions.
5. Embedding of solutions within the organisation and data governance.

The KTP Programme has been helping businesses throughout the UK for over 40 years by recruiting suitably qualified graduates to deliver strategic innovation projects in industry. A KTP role is the perfect launchpad, helping accelerate your career by giving you the opportunity to apply your academic knowledge and skills to a real-life challenge that delivers tactical change within a company. One of the unique benefits to KTP is that you will have access to a substantial training and development budget and have the support and guidance of Queen’s world class academics and researchers.

Main Activities/Responsibilities:

1. Plan, manage and coordinate the items of work as laid out in the project plan (project work plan will be provided by Supervisors). Plan day-to-day activity and contribute to the planning and management of the project, approximately 3-6 months in advance.
2. Attend training modules (mandatory and additional job-specific training). This may be local, national and international. Ensure that all training and development activity is scheduled to ensure that progress on the work plan objectives is not interrupted or delayed.
3. Plan and manage day-to-day resources to ensure the project runs to time and on budget.
4. Coordinate and obtain approval for planned expenditure/allocation of resources with the Management Committee and Steering Group, and monitor travel and development budgets and produce a Personal Development Plan which will ensure best use of financial resources.
5. Build relationships with both company and university staff to ensure effective working practices are established.
6. Liaise with company staff on a daily basis. Contribute to training of staff in the company and university as required, which may include the supervision of placement students or other staff members as required.
7. Attend and contribute to any appropriate meetings, both in the company and the university as required. Present regular progress reports to members of the Steering and Management Groups and to external audiences.
8. Perform any other additional duties as agreed by the Local Management Committee and Steering Groups to contribute to the development of the company, the university and the Associate.
9. Establish contacts with additional groups and organisations (other KTP Associates, other university departments, other industrial contacts, and Innovate UK) as required to develop knowledge and understanding and form relationships for future collaboration.
10. Act as an Ambassador for the Knowledge Transfer Partnership Programme.

Additional Information:

- Knowledge Transfer Partnerships help forward thinking companies innovate for growth. They do this by connecting organisations who have an innovative idea with the knowledge and expertise to help deliver it. This dynamic three-way partnership formed between an inspired graduate, the university and the company means that the graduate, known as the KTP Associate, provides the link between an expert academic team and a dynamic organisation. This bridge gives the graduate unique and exceptional access to both world class academic support and experts from within the business.
- A KTP provides a fulfilling employment opportunity where you can apply your knowledge to turn a key strategic innovative idea into reality and although the KTP Programme is aimed at recent graduates, any suitable qualified graduate may apply. Each KTP Associate role is a fully salaried job and last between 12 months and three years with approximately 70% of Associates offered employment by the host business at the end of the project. Projects can be in any sector and for businesses of all sizes. Each KTP Associate will have a travel / training budget to provide funding for job-specific training and further professional development. Two, one-week residential management training modules are also included as part of the package.
- For all KTP projects, the graduate is employed by the University but contracted to work in the business, under the business' basic terms and conditions including holidays and hours of work. As a member of University staff, KTP Associates can join the University pension scheme, gain access to University resources including the Library and sports facilities. Please note that KTP Associates are not eligible for financial support for relocation from the University.
- KTP aims to help businesses improve their competiveness and productivity through the better use of knowledge, technology and skills held within the UK knowledge base. KTPs are funded by UKRI through Innovate UK with the support of co-funders, including the Scottish Funding Council, Welsh Government, Invest Northern Ireland, Defra and BEIS. Innovate UK manages the KTP Programme and facilitates its delivery through a range of partners including the Knowledge Transfer Network (KTN), Knowledge Bases (in this case, Queen's University Belfast) and Businesses.
- More details about are available at www.ktp-uk.org

Please note that the Shortlisting Panel cannot make assumptions on your experience or qualifications; it is the responsibility of the applicant to evidence their suitability for the role. As such your Application Form, CV and/or Cover Letter must clearly demonstrate how your Qualifications and Experience meet the Essential Criteria and, where possible, Desirable Criteria, as listed in the Candidate Information Booklet. Please ensure that you address all the criteria in the person specification and provide evidence to support your statements.

Essential Criteria:

1. Hold or about to hold a relevant undergraduate or postgraduate degree in an area with a substantial analytics component (e.g. business analytics, data science, computer science).
2. Experience developing business intelligence, descriptive, and predictive analytics solutions.*
3. Experience of data management, such as development of data storage solutions, data wrangling/pre-processing.*

4. Experience in using one or more analytics programming languages (R/Python).*
*may be demonstrated through the completion of a module, student project or placement.
5. Ability to think logically, create solutions and make informed decisions.
6. A high level of numeracy and the ability to interpret data.
7. Good oral, written and presentation skills.
8. High level of IT skills.
9. Self-motivated, capable of working independently, with a drive and ambition to succeed.
10. Ability to work effectively as a member of a group.
11. Enthusiasm for research/project area.
12. Well organised, attention to detail and ability to meet tight deadlines.
13. An interest in staying with the Company. (Associates are normally invited to apply for permanent positions).
14. Ability to take part in Associate management courses (requiring two one-week periods in England).
15. Willing/able to travel throughout the UK and Ireland and abroad, as necessary to and from Positive Futures, 2b Park Drive, Bangor, Co Down, BT20 4JZ.

Desirable Criteria:
1. Hold or about to hold a postgraduate degree/PhD degree in a relevant area.
2. Experience using Power BI.
3. Experience working in the healthcare sector.
4. Experience of caregiving or working with people with additional needs (e.g., linked to disability and/or age and/or mental or physical health factors).
5. Experience of healthcare analytics and/or human resource analytics.*
6. Experience in working in large scale business analytics projects.*
*may be demonstrated through the completion of a module, student project or placement.
7. Knowledge of the Northern Ireland Healthcare sector.
8. Excellent interpersonal skills and the ability to build relationships with healthcare professionals and people supported by Positive Futures.
9. Ability to deliver training and follow-up support to operatives.
10. Ability to influence people effectively.
11. Tenacious and committed to achieving goals.