**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | KTP Associate - Decision Support Analyst (Renewable Energy) |
| **Faculty/Centre:** | Faculty of Technology |
| **Department/Service:**  **Location:** | Mathematics Department |
| **Position Reference No:** | 10016568 |
| **Cost Centre:** |  |
| **Responsible to:** | Dr. Djamila Ouelhadj |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 10th Sept 2015 |
| **Purpose of Job:** | |
| This 24 months post is to facilitate and manage a project to implement a Knowledge Transfer Partnership (KTP) at Polaris Consulting Ltd. The objective of the KTP is to:  **To develop a decision support analysis tool and trained personnel to enhance evidence based decision making in the Offshore Wind sector, growing Polaris’ capabilities and revenue.** | |
| **Key Responsibilities:** | |
| * Understand and prioritise key Operations & Maintenance (O&M) challenges with the identified industry partners that align to Polaris’s capabilities and will benefit from the application of advanced optimisation analytical models and solution methods which will be developed. * Continued understanding of offshore wind issues (O&M), key stakeholders and supply base and potential challenges of interest - via workshops and seminars. Promote KTP work to future clients and partners. * Using agile techniques, determine specific requirements and priorities for decision support analysis tool to address agreed O&M challenge. * Design the decision support analysis tool, based on DRS (Dominance-based rough set)/AMH (Adaptive meta-heuristics), to meet requirements for addressing challenge * Implement the decision support analysis tool, based on the design specification, and test it to ensure it meets the requirements. * Apply the decision support analysis tool to original challenge, as agreed with industry partner. * Demonstrate the benefits of applying the tool to a real commercial problem. * Production of final report to ensure that the DRS/AMH analysis tool developed and the expertise required to continue developing the tool are embedded within Polaris and the results are disseminated beyond the partnership. | |
| **Working Relationships:** | |
| The KTP Associate will be employed by the Mathematics Department at University of Portsmouth, as a member of The Centre of Operational Research and Logistics (CORL). The KTP Associate will be supervised by various Polaris staff on a day to day basis. As part of the job, the KTP Associate will interact regularly with the University knowledge transfer team and Polaris Consulting Ltd comprising the following personnel :  Tom Baldwin (Company Supervisor, Polaris Consulting Ltd)  Djamila Ouelhadj (Lead Academic and supervisor of the project)  John Shimell (Polaris Consulting Ltd)  Dylan Jones (Academic team)  Alessio Ishizaka (Academic team)  David Ward (Academic team)  The project itself will be overseen by a Local Management Committee which will include the Academic team and the Industrial team to support the running and delivery of the programme. | |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of the offshore wind sector and maintenance in offshore wind farms. | E | AF, S, P |
|  | Experience of Operational Research, optimisation modelling, and meta-heuristics. | E | AF, S, P |
|  | Knowledge or experience of systems development and evaluation. | E | AF, S |
|  | Knowledge or experience of market research, and market analysis. | D | AF, S |
|  | Knowledge of methods and analytical tools for project management. | D | AF, S |
|  | Strong programming skills (e.g. C++, C sharp, VBA, Java) | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to interact with people at all levels, both inside and outside the organisation, work effectively as part of a team. | E | AF, S |
|  | Good communication skills both verbal and written, including the ability to deliver presentations. | E | AF, S, P |
|  | Good project management skills with ability to plan, resource, manage own workload and meet tight deadlines. | E | AF, S |
|  | Good problem solving skills with ability to take initiatives and implement solutions | E | AF, S |
|  | Strong ICT skills in optimisation, meta-heuristics using software. | E | AF, S, P |
|  | Proven analytical skills in processing complex data, ability to pay attention to details. | E | AF, S, P |
|  | Good skills in system design and development to identify possible options and present and justify recommendations. | E | AF, S |
|  | Good skills in market targeting and sales | D | AF, S |
|  | Able to deliver training to share good practice with other company members as required. | D | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | 1st or 2:1 MSc degree in Operational Research, Applied Maths or equivalent  Candidates should have graduated within the last 5 years to meet the requirements of the KTP scheme. | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to personal development and continuous professional development (CPD). | E | AF, S |
|  | Confidence and self-motivation. | E | AF, S |
|  | Task orientated with a strong focus on delivering results. | E | AF, S |
|  | Full UK Driving Licence. | D | AF, S |
|  | Due to the company’s main sector of operation, for this role you will need to gain SC Security Clearance, this will involve a BPSS check plus UK criminal & security checks plus a credit check. You do not have to be a British National but you do need to have been a full time resident in the UK for a minimum of 5 years. Polaris will manage this process for the successful applicant. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork   Travel to Europe to attend conferences | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)   Display screen equipment will be used in a normal office environment, and for data analysis, systems evaluation, development, modelling and simulation. | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc.) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.) | | 23. Workplace stressors (e.g. workload, relationships, job role etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | DJAMILA OUELHADJ |
| **Date** | Oct 15 |
| **Extension number** | 6533 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.