Job Description

Position Details

Faculty/Professional Support Service	Faculty of Science and Engineering
School/Department	Department of Computing and Mathematics
Job Title	AI Consultant (KTP Associate)
Vacancy No	Recruitment Team
Grade	Up to £40,740
Hours of Work	Full time
Contract Duration (Perm/Fixed Term)	Fixed Term Contract – 28 months
Reports To (Job Title)	Sam Attwood, Lecturer in Software Engineering, Manchester Metropolitan University Simon Whiteley, IT Products Manager, TVS Supply Chain Solutions
Responsible For (Job Title)	N/A

Principal Accountabilities

Delivery of a Knowledge Transfer Partnership (KTP) to refine, validate and operationalise an AI Assistant underpinned by a Large Language Model (LLM). This will involve undertaking work to embed the AI Assistant within the organisation and to develop an AI Management Standard.

Employed and supported by a team of academic experts from the University, you will be based at TVS's premises in Chorley, Lancashire. There will be occasional travel to Manchester Metropolitan University. Hybrid working options available.

Ensuring successful stated project outcomes and compliance with MMU, Innovate UK and TVS's procedures and financial regulations through acting as overall project manager.

Key Tasks

Conduct a review of the business and wider supply chain industry to gain a contextual understanding of the project

Support the development and refinement of the company's current large language model-based AI assistant

Operationalise the AI assistant and embed the development techniques that will support its ongoing development and maintenance

Provide support and deliver training sessions to the technical team to improve development and maintenance capabilities

Develop and deliver a multi-tiered training plan to promote best practice and new technologies

Develop an AI management system that will address the ethical use of AI, the AI product development environment, and governance

Evaluate the project and review its achievements, undertaking scoping activity to aid future direction and future developments.

Special Features

Willingness to travel both in the UK and abroad in order to aid successful completion of the project.

Miscellaneous

You have a legal duty, so far as is reasonably practical, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University and TVS on health and safety matters and must not interfere with or misue anything provided by health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work.

You are expected to undertake such other relevant duties commensurate with the grade of the post as may be assigned by the Manager for which agreement should not be unreasonably withheld.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

In order to be shortlisted you **must demonstrate in your covering letter** that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes		**Item**	**Relevant Criteria**	**Rank**
1	Skills & Abilities	1.1	Excellent command of written and spoken English	E
		1.2	Able to work to deadlines across multiple tasks.	E
		1.3	Able to communicate complex technical information to non-expert personnel and engage with wider stakeholders	E
		1.4	Excellent people skills and the ability to adopt an inclusive, participative and consultative approach	E
		1.5	A commitment to excellence	E
		1.6	Independent and collaborative problem-solving skills	E
2	General & Specialist Knowledge	2.1	Large Language Models and related AI technologies	E
		2.2	AI ethics and responsible AI best practices	E
		2.3	Technical attributes and legal / commercial considerations of all of the above	E
		2.4	Knowledge of relevant UK, European, and global legislative frameworks pertaining to AI, e.g. GDPR, IP, DPIA, EU AIA	E
3	Education & Training	3.1	An honours degree in Computer Science, Artificial Intelligence, or a related discipline (or equivalent experience).	E
		3.2	A Master's or Doctorate level qualification in Computer Science / Artificial Intelligence, or a qualification in a complementary field such as an MBA	D
4	Relevant Experience	4.1	Experience selecting, implementing and applying suitable Large Language Models and optimising using prompt engineering, RAG, etc. (indsutry experience desirable)	E
		4.2	Creating and delivering AI training programmes (industry experience desirable)	E
		4.3	Exposure to good scientific and academic practice relating to AI	E
5	Special Requirements	5.1	You must be willing to travel in the UK and abroad (as required) and to attend training, conferences, etc	E
Date of Revision			April 2024	

HR Only

Role Profile	SOC	Grade	Analyst	Evaluation Number	Date