

**Job Description for the Post of  
Knowledge Transfer Partnership (KTP) Associate  
IT Development Manager – Peak Pursuits Limited (CET09/2)**

1. **General Details**

Job Title:	KTP Associate – IT Development Manager Peak Pursuits Limited
Location:	Faculty of Computing, Engineering & Technology
Normal workbase:	Peak Pursuits Limited Castle Hill Nantwich Rd Audley Staffordshire ST7 8DH
Tenure:	Fixed term for two years
Salary:	£19,000 - £21,000 per annum (Depending upon qualifications and experience)

2. **Job Purpose**

To develop an electronic information infrastructure to enhance the growth of the company partner. This exciting project will provide the successful candidate with the responsibility of creating and managing the development of a new information system including the selection of appropriate technology. This will include managing the network and further IT personnel as may be required.

3. **Relationships**

Responsible to:	Chief Executive Officer, Peak Pursuits Limited Academic Supervisor(s), Staffordshire University
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4. **Main Activities**

- a) Investigate and analyse methodologies and facilitate guidance on developing the new information infrastructure, ensuring 'buy-in' from the company partner. Plan and manage associate staff training.
- b) Capture knowledge of current processes and establish new process flow diagram that meets company requirements.
- c) Build an Information Communication Infrastructure including Local Area Networks (LAN) and Wide Area Network (WAN) infrastructure across all locations, test and obtain user acceptance.
- d) Identify relevant developments tools and develop a high level design for the required resource management/planning system.
- e) Build, test, refine and implement the core resource management/planning system.
- f) Research relevant literature and technologies in web system development and develop a high level design for the web front end, proving financial viability.
- g) Build, test. Refine and implement web front end.
- h) Design, test, refine and implement an accounting solutions system.
- i) Carry out extensive end to end testing and fully integrate the new systems.
- j) Undertake a full evaluation of the effectiveness of the MIS system and make appropriate changes.
- k) If necessary, manage further IT personnel as might be required.

In addition generic activities will include:

- l) To document all activities in a professional manner
- m) To prepare and present monthly and quarterly progress reports
- n) To participate in the Induction and Training Programme(s) as required by KTP
- o) To provide technical contributions to the company's promotional materials
- p) Should the post holder wish to register for a postgraduate degree, draw up a Learning Contract in conjunction with the academic supervisor

### **General Working Arrangements**

The post holder will be required:

- a) To comply fully with the company's Health and Safety Policy and other general orders to the company staff.
- b) To maintain a clean and smart appearance appropriate to the general company standards.
- c) To maintain records of any reimbursable expenses, with the receipts, and to forward claims regularly to the appropriate authority.
- d) To represent the company through visits to clients for which a valid UK driving licence is desirable.
- e) To work under the general conditions of employment within the company.

### **Accountabilities**

- a) Fulfilling the Associates terms and conditions of the KTP project plan.
- b) Achieving progress to within one month of the KTP project plan.
- c) Informing the Supervisors of any unforeseen problems or change to the project plan at the earliest opportunity.

### **Authority**

- a) To use all company facilities, equipment and supplies as provided for other members of staff.
- b) To represent the company in technical matters but not to incur or suggest liability on behalf of the company other than that clearly stated in writing by the company.

### **Project Outline**

The programme offers significant and exciting technical challenges in a commercial and competitive environment. High level technical skills, creativity plus presentation and project planning skills developed at project management meetings and elsewhere, may give opportunities for the KTP Associate to develop to a senior position in the company or industry. Although the project is initially for 2 years it is anticipated that on satisfactory completion of the project, the role will lead to a permanent position as the IT infrastructure becomes an increasingly important part of this fast growing company.

The proposed programme offers significant technical and academic challenges and is expected to be sufficient for an MSc or other higher qualification, subject to the development of a learning contract with the approval of the Local Management Committee, External Examiner and validation by the University. The KTP Associate will be encouraged to maintain a professional development record and to seek to develop his/her membership status with an appropriate professional body.

The KTP Associate will have an opportunity to make a significant contribution to the company's development.

In achieving these objectives, the Associate will be jointly supervised by academic and industrial staff. The technical, project planning and management challenges will develop the Associate and give him/her the skills and opportunity for career progression in industry. This collaboration between academic and industrial staff will enhance both the industrial partner's expertise and the relevance of teaching and research in the academic institution.

5. **Person Sought**

The successful candidate will have/be:

- § A 1<sup>st</sup> or 2.1 class Honours Degree obtained within the last 3 years in Computer Science, Computing Science, Software Engineering or other relevant discipline
- § A good working knowledge of Software Development
- § A good working knowledge of Information Systems and Analysis
- § A good working knowledge of Web 2.0 Application Development
- § Industrial experience gained or formal commercial qualifications would be advantageous
- § An interest in outdoor adventure pursuits would be advantageous
- § Able to work both on their own and as part of a team to tight deadlines
- § Able to extract relevant details from a mass of information and to communicate complex information clearly and succinctly in presentations and reports
- § A high level of proficiency in verbal and written communication skills
- § An ability to effectively communicate with customers / users to identify needs
- § An excellent team player with an ability to work collaboratively with others
- § Willing to use initiative in identifying and prioritising work needs
- § Leadership skills and the ability to motivate others
- § The ability to manage time and prioritise tasks effectively
- § A high level of self-motivation, be creative, resourceful, computer literate and flexible
- § A willingness to travel in the UK and abroad if required
- § Total commitment to achieving personal development and project objectives
- § A clear view of a career path and an understanding of how this might integrate with the product design and development strategies of the company
- § A full valid driving licence and eligibility to drive in the UK is desirable

6. **Special Conditions**

This appointment is available on a fixed term basis for two years.

**Date Job Description Revised**

July 2009

**Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

**Conditions of Service**

Your terms and conditions which are determined by the Board of Governors are generally those applying to University Academic Staff and may be subject to modification from time to time. Specific conditions applying to your post such as place of work, standard working week and holiday arrangements will be in accordance with the Company's standard policies.

### **Applying for this post**

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 1 SEPTEMBER 2009.**

### **Procedure following Receipt of Applications**

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

**If you require a copy of the vacancy information in large print please contact us**