JOB DESCRIPTION   REF: 50050451

NOTE: *This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.*

Title: KEEP+ Research Associate – AI Software Engineer

Reports to:

Line Manager, Markos Mentzelopoulos - Faculty of Science and Technology

Company Supervisor, Fraser J. Matcham, Director & Chairman of Legal Utopia Ltd.

Department: Computer Science/Law School

Job Period: 12 Months

Salary: £23,850 + £1000 bonus for meeting project deadline

Project Objective

The aim of the project is to help Legal Utopia Ltd to develop and manage an ambitious access to justice project. You will have the opportunity to manage and deliver a challenging and strategic project for a business while being supported by Westminster University experts. The position requires expertise associated with developing, testing and maintaining a web-based application software that can autonomously analyse a consumer's legal problem for appropriate concepts and then allocate it within the multiple parameters of two fields of law.

You will have the opportunity to work on latest algorithms while gaining insight into various industry needs. Further benefits include the opportunity to collaborate in an interdisciplinary team, participate in academic events, produce academic research papers and/or industry news articles on the work.

Further benefits will include publications and exhibitions as part of the project team.

Principle Accountabilities

1. To contribute to the research programme of the department/institution in collaboration with Legal Utopia Ltd.
2. To apply state-of-the-art machine learning techniques for the development of the Legal Utopia Ltd platform, including the development of self-learning artificial intelligence algorithms for autonomously analysing a consumer's legal problem.
3. To develop appropriate, clear and secure client interfaces that will support data transfer, user input data, manipulation and visualisation in a manner that assures and protects client confidentiality.
4. To co-ordinate own work with that of others, deal effectively with problems that may affect the achievement of the project objectives and contribute to the planning and development of the project.
5. Present information on research and work progress and outcomes to Principal Investigator(s) and/or groups overseeing the research project.
6. Write up the results from own research activity and provide input into the research project's communication strategy, particularly in the forms of reports, video documentation, especially to support transfer knowledge for Legal Utopia Ltd.
7. Work to deadlines and manage, with support, competing priorities.
8. Ensure that personal knowledge in relevant fields of study is kept up to date.
9. To undertake any other duties, as appropriate, within levels of competence, as required to fulfill the project objectives.

Job Context

This post forms an integral role in a Knowledge Exchange Embed Partnership ("KEEP+" - http://keepplus.co.uk/) project. You will be employed by the University of Westminster but work closely with Legal Utopia Ltd. You will be spending some of your time at the company and becoming embedded whithin the company's working praticies.

Person Specification

	Essential criteria	Desirable Criteria
Qualifications	First degree (2.1 or higher) in computer science or related subject, or equivalent relevant experience.	A Master's degree in computer science/software engineering or working experience as a software developer in the industry
Training and Experience	Practical experience on a variety of machine learning algorithms, both supervised and unsupervised (e.g.: artificial intelligence, neural networks, pattern recognition). Working experience in algorithm development and at least one demo prototype on machine learning. Practical experience in Object Oriented Programming for software engineering. Experience of working with databases. Strong experience in software development with multiple programming languages (C#, C++, Python). Experience in Client/Server communication for Web-development – Prototype of deployment of a project in a real server and handling connection is essential. The candidate will need to demonstrate evidence of working under agile engineering project approach (competitions/ small indie projects can be acceptable).	Proven experience in an enterprise environment (or project) with the following skills and experience will be advantageous: - Web Development - Voice input integration - Data analytics - Data structures - Completed projects of an interdisciplinary nature
Aptitude and abilities	Ability to communicate well to non-specialist audience and present technical work in a concise manner, Ability to work to tight deadlines and organise workloads with minimal supervision. Ability to carry out work accurately and with great attention to detail.	

	Ability to establish good working relationships with staff at a variety of levels and with relevant external agencies.	
	Ability to work in an efficient and organised manner with the ability to prioritise and handle multiple tasks.	
	A proactive approach to problem solving.	
	A flexible attitude to changing workloads.	
	Excellent verbal and written communication, especially capable of explaining and defending, to different users, both the technical merits of an algorithmic solution and the separate benefits for users and the operating environment.	
	Strong communication and interpersonal skills with the ability to work with a wide range of professionals, including company management, facilitators, customers.	
Personal Attributes	Self-motivated with a pro-active and positive attitude.	
	Ability to work well under pressure on own initiative and as part of a busy team.	
	Methodical worker and team-player following quality assurance principles, both as a leader and as part of a team.	
	Keen learner who enjoys working with the latest, cutting-edge, technologies to provide innovative solutions.	
	Confident manner, diligent, flexible and adaptive.	
	Pragmatic and practical outlook.	
	Professional conduct demonstrating discretion and tact.	
	Commitment to maintain confidentiality at all times.	