

Job Description & Person Specification

JOB DESCRIPTION

Job title	Operations & Finance Associate/Assistant – KTP Associate
School/Department	School of Business and Creative Industries, UWS in partnership with Bash'D Ltd
Location	Company Based/Paisley Campus
Reporting to	The Knowledge Transfer Project (KTP) Associate will work under the direction of the Knowledge Base Supervisor at UWS

Job summary

This is a unique opportunity to work in one of Scotland's innovation leaders in the field of baking. Responding to a global greening agenda in food production this 9-month Knowledge Transfer Partnership (KTP) project between the Bash'D and UWS the post has the potential for permanent employment.

Bash'D are a community bakers specialising in sourdough bread production. With a focus on quality, simplicity and customer service Bash'D service a rising consumer and wholesale demand for artisanal bread. In placing community and environmental awareness at its core Bash'D understand the important links between food security, healthy and ecologically friendly ingredients and sustainable business growth. Bash'D looks to take its innovative and greening vision for ethical and artisanal quality bread across the cities and communities of the UK.

Find out more by visiting: <https://www.companybakery.com/>

The successful candidate will be employed by the University of the West of Scotland (UWS) but will be based at Bash'D's Head Offices. The associate will be fully supported by both company staff and staff from the Schools of Business and Creative Industries and Computing, Engineering & Physical Sciences, with long experience of delivering successful and high impact KTP projects. In addition, the associate will receive mentoring support from a local KTP Advisor and will have access to staff from UWS KTP Centre; providing further support and guidance during your period as a KTP Associate and providing access to an extensive network of KTP projects throughout the UK.

This 9 month Knowledge Transfer Partnership (KTP) project between Bash'D Ltd and UWS will aim to transform Bash'D Ltd into a sustainable and future focused business through developing the digital and organisational operations of the business, including the integration of digital and innovative technologies, to enhance operational effectiveness, strengthen logistical capabilities, and widen market reach. Central to this will be the empowerment and up-skilling management, enhancing operational and logistical efficiency, and augmenting Bash'D Ltd existing 'greening' culture, product range, service and experiential offerings.

In addition to KTP core development training, the Associate will have further training and career development as well as an opportunity to enrol for an MPhil/PhD degree with the School of Business & Creative Industries. The University will waive the tuitions fees for the duration of the partnership. The Associate will receive regular supervision from a notable team-based approach to support within the company and university, including an academic supervisor at UWS and Company supervisor from Bash'D Ltd. Since this degree will be awarded through a KTP project,

the Associate is covered by the University's Regulations for Higher Degrees, and Code of Practice for Research Candidature and Supervision.
 KTP is one of Innovate UK's flagship programmes and helps companies innovate and deliver business impact through gaining access to cutting-edge knowledge and skills within higher education institutions in the UK. <http://ktp.innovateuk.org>.

You will be a graduate in either Operations Management/Logistics/Finance background or with a relevant degree incorporating an interest in operational improvement, financial/environmental performance and sustainability. The successful candidate will be an integral member of the management team and will be instrumental in realising the company's exciting plans for sustainable business growth, achieved by enhancing the team's approach to leadership, organisational and culture change, strategic management development, planning and decision making, logistics, packaging through to digital marketing approaches all designed to build business resilience.

People & finance responsibilities

People	None
Finance	Budget allocated for consumables and training

Key responsibilities

- Develop business operations including the integration of digital, social and transformational technologies for product and process innovation, operational efficiency, acknowledging the environmental 'footprint', and training business growth.
- Audit, review and digitise the consumer and B2B pathways, internal business policies, processes and operational practices process using workplace cloud tenancies (e.g. Google Workplace/Cloud Enterprise or Microsoft Enterprise Suite/Azure cloud)
- Work with MD and board of Directors to develop digital culture, leadership and management shift and staff/customer onboarding systems that will utilise real-time business performance data and analytics
- Help automate business processes and real-time big data aggregation using AI and other types of intelligent automation services using commercial platforms.
- Develop digital marketing infrastructure to augment the company's online presence, profile and engagement strategy for new client and market development.
- Develop and integrate the greening vision and strategy with a sustainable digital business transformation model for UK market expansion.

Job scope

Planning and organising	<p>The KTP Associate will work under the direction of the Lead Academic and Knowledge Base Supervisor Dr Robert Crammond, and the main company contact being Duncan Findlater of Bash'D Ltd. This is further supported by the UWS academic team consists of Theo Tzanidis, Dr Matthew Frew, Professor Andrew Hursthouse, Professor Heather Tarbert, and Alan Macdonald.</p> <p>The post holder will be responsible for planning aspects of their work and will be responsible for producing progress reports for the four-monthly Local Management Committee (LMC) Meetings.</p>
Decision making	<p>Be proactive and contribute to decisions regarding the viability of various business/technical solutions to support the project deliverables.</p> <p>Identify solutions that are appropriate to the project deliverables.</p>
Framework and boundaries	<p>Authority to plan, organise and progress their own work to realise project objectives and targets.</p> <p>Act in an advisory capacity on opportunities for the organisation.</p>
Working relationships	<p>The Associate will be required to regularly liaise with key representatives from the University and Bash'D Ltd, its clients and partners as appropriate and when required.</p>

PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1 QE2	MSc in Operations, Business Management, Finance, bachelor's in business with operations management / finance related qualification or other related area.	
Desirable	QD1 QD2	Membership of relevant professional organisation (e.g. DMI, CIM, IDDM)	

Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2	<p>Experience in working in a Digital Marketing Executive or a (Operations) Management Capacity.</p> <p>Strong background in Operations Management, Business Transformation, or Digital Marketing, innovation across digital, social and/or transformational technologies evidenced by qualifications and/or experience</p>	
Desirable	ED1 ED2	Demonstrable record of experience in the food industry, associated sector or in a Digital Business Transformation role.	

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Skills

			Evidence A = Application I = Interview
Essential	SE1 SE2	<p>Have a good understanding and evidence of having worked with (Online) Growth Strategies</p> <p>Well-developed project management and research organisational skills</p> <p>Strong numerical, analytical and data handling skills</p> <p>Strong Digital Skills and the ability to work with different cloud ecosystems (preferably with G Suite Enterprise or MOS Enterprise)</p> <p>Ability to carry out project costing and to compare alternatives based on costs and other factors.</p> <p>Strong organisational skills with the ability to plan under own initiative and to work to deadlines</p> <p>Expertise in writing and preparation of reports and business cases.</p>	
Desirable	SD1 SD2	<p>Working with Business and Digital Marketing Analytics and growth strategies.</p> <p>Understanding the dynamics and challenges of the food industry, its market segments and be able to work with B2B business development.</p> <p>An awareness and understanding of environmental and sustainability challenges in food production.</p>	

Created/Updated (mm/yy):