

Job Description

Prifysgol Wreccsam Wrexham University

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Faculty/Department	Faculty of Art, Computing and Engineering
Section	Computing
Job Title	Digital Systems & AI Integration Associate (SMART Partnership Associate)
Reports to	Principal Lecturer and Company Supervisor within Partner Company.
Grade	£33,000 Fixed Term Salary, One Year Full Time Post. Plus £2000 dedicated bespoke training budget

Principal Accountabilities

This role arises from a Welsh Government funded SMART Partnership; a strategic collaborative opportunity between Wrexham University and Flintshire County Council (FCC).

We seek to employ a graduate in Computing, Computer Science, Software Engineering, Data Science, Information Technology or related field who will lead the design, implementation and embedding of FCC's integrated AI decision support tool within frontline service delivery.

This project will develop a deep understanding of the existing interdepartmental and multi-agency service delivery model utilised, to create a streamlined wraparound support tool through the incremental integration of AI enabled features.

Key Tasks

THE PROJECT

- To streamline administrative tasks and embed structured guidance into everyday workflows to enable FCC to strengthen operational efficiency for all service users.
- The development of a standardised data architecture through this initiative will create a strong foundation for future AI applications, reducing the groundwork required for subsequent innovation and supporting long-term digital transformation. It will bridge

service delivery and technical development, ensuring that the AI solution is locally grounded in FCC's knowledge, safeguarding responsibilities and organisational policies.

- The AI tool must be operationally grounded, ethically robust, GDPR compliant and aligned with local authority policies and safeguarding responsibilities.

PROJECT COORDINATION

- Coordinate and manage the SMART Partnership work plan in collaboration with academic and company supervisors to ensure all project milestones, deliverables and reporting requirements are met on time.
- Maintain accurate records of project activity, financial expenditure and risks to support timely and transparent reporting to funders.

STAKEHOLDER ENGAGEMENT AND TRAINING

- Facilitate meetings and workshops with clients gather feedback and ensure the system meets real-world needs.
- Deliver training and support to staff in using the latest system to build internal data capability.
- Assist in preparing presentations and reports for external stakeholders to communicate project outcomes.

KNOWLEDGE EXCHANGE AND DISSEMINATION

- Collaborate with academic supervisors to disseminate project results through internal reports, academic case studies and external briefings to inform future practice.

Special Features

The Associate will be based primarily at FCC premises with occasional travel to Wrexham University to maintain collaboration with academic supervisors.

They will have access to a dedicated £2,000 professional development budget to upskill in areas such as System Integrations, AI/ML and Data Analytics.

This is a 12-month full-time SMART Partnership role funded by the Welsh Government. |

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

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

Prifysgol Wreccsam
Wrexham University

Job Title:

Systems & AI Integration Associate (SMART Partnership Associate)

In order to be shortlisted you must demonstrate 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.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Data science/modelling/analysis and software development skills (Python, C# or equivalent)	A, I	E
		1.2	Advanced analytical and problem-solving skills	A, I	E
		1.3	Excellent communications skills, including presentation creation and delivery skills	A, I	E
		1.4	High level of organisation, professionalism and commitment	A, I	E
		1.5	IT project management skills	A, I	E
2	General & Specialist Knowledge	2.1	Understanding of AI enabled decision support tools in practice	A, I	E
		2.2	Understanding and Awareness of database management tools	A, I	E
		2.3	Understanding and awareness of software development lifecycle	A, I	E
		2.4	Experience of system and application design and build processes	A, I	E
		2.5	An understanding of the requirements of delivering high quality solutions for corporate digital systems which include; testing, systems integration, data migration and support.	A, I	E

		2.6	Some experience or knowledge of working in a highly technical environment including; business analysis, web design and development, development of digital services, systems testing, systems security and administration, web and digital services support	A, I	E
		2.7	Understanding of relevant security and data protection standards (GDPR, DUUA etc.)	A, I	E
		2.8	Experience of producing efficient pipelines to extract and clean complex datasets for effective analysis	A, I	D
		2.9	Experience in applying appropriate mathematical and statistical methods to derive insights from data.	A, I	D
		2.10	Ability to select and use suitable data analysis techniques to present relevant findings clearly to inform decision making and problem solving.	A, I	D
		2.11	Ability to develop and apply relevant ML/AI techniques to enhance prediction, analysis and visualisation.	A, I	D
		2.12	Experience working within multi-agency or complex support environments	A, I	D
3	Education & Training	3.1	Bachelor's degree in Computing, Computer Science, Software Engineering, Data Science, Information Technology or related field	A, C	E
		3.2	Master's degree or additional training in data science, AI/ML	A, C	D
		3.3	Additional training in Project Management (PRINCE2), Digital Transformation, Public Administration, or Social Care Management	A, C	D
4	Relevant Experience	4.1	Experience delivering digital transformation or AI-enabled service improvement within a local authority, social care or public sector setting	A,I	D
		4.2	Experience of harmonising, managing and visualising large datasets	A,I	D
		4.3	Experience using machine learning and AI methods for prompting, prediction, and forecasting.	A,I	D
		4.4	Experience in software development for systems.	A,I	D

5	Special Requirements	5.1	Ability to communicate in Welsh	A	D
Date of Revision			3 August 2026		

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

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