**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Graduate Technical Assistant (TFF) |
| **Organisation** | The Future Fox |
| **Line manager who the intern will report to** | William Griffiths (Data Scientist) |
| **Is this role hybrid working or permanently onsite at your company?** | Hybrid |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Gain hands-on experience with Large Language Models (LLMs) and real customer data, to develop innovative solutions (text analytics, text generation, chatbot features) that transform public consultations and help citizens lead the future of the built environment. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  To provide technical and curriculum support, demonstration and supervision for the technical facilities, equipment for the THE FUTURE FOX. This includes the set-up, maintenance of resources and equipment, and the provision of technical assistance to students and academic staff.  The post holder will work as part of a team to enable the effective operation and delivery of technical support and services in the THE FUTURE FOX, and to actively promote the services and cross-disciplinary working.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * Real work experience in an innovative SME using applied AI with customers in the built environment * Engagement with customers to understand their needs and challenges * Proficiency in integrating and enhancing Large Language Models * Advanced prompt engineering techniques * Professional experience with version control systems, primarily GitHub |

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| **Key areas of responsibility** |
| Set out a research plan to solve technical challenges the team has identified  Implement research plan: clean/restructure data; validate LLM outputs; optimise methods to enhance performance  Conduct internal testing with team, and external testing with users  Build Data and LLM pipelines  Report on progress weekly and monthly, contribute to company reporting  Proactive risk management in code development  Helping to build LLM solutions using real customer data (text analytics, text generation, chatbot features) |

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| **Skills/knowledge that would be desirable** |
| Experience using Large Language Models  Experience in data manipulation and cleaning  Python  Developing short research plans to solve technical challenges  Critical thinking and communication skills, to collaborate with our team effectively. |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024