The Alan Turing Institute

FELLOWSHIPS COORDINATOR

THE ALAN TURING INSTITUTE

There has never been a more significant time to work in data science and AI. There is recognition of the importance of these technologies to our economic and social future: the so-called fourth industrial revolution. The technical challenge of keeping our data secure and private has grown in its urgency and importance. At the same time, voices from academia, industry, and government are coming together to debate how these technologies should be governed and managed.

The Alan Turing Institute, as the UK's national institute for data science and artificial intelligence, plays an important part in driving forward advances in these technologies in order to change the world for the better.

The Institute is named in honour of Alan Turing, whose pioneering work in theoretical and applied mathematics, engineering and computing is considered to have laid the foundations for modern-day data science and artificial intelligence. The Institute's goals are to undertake world-class research, apply its research to real-world problems, driving economic impact and societal good, lead the training of a new generation of scientists, and shape the public conversation around data and algorithms.

After launching in 2015 with government funding from EPSRC and five founding universities, the Institute has grown an extensive network of university partners from across the UK and launched a number of major partnerships with industry, public and third sector. Today it is home to more than 500 researchers, a rapidly growing team of in house research software engineers and data scientists and a business team.

THE ROLE

Reporting to the Institute's Academic Engagement Manager, the role will coordinate and oversee the delivery of the internal and external fellowships schemes. This role will also provide some administrative support for the broader activities of the Academic Engagement team.

DUTIES & RESPONSIBILITIES

- Work closely with the People directorate and Turing University Liaison Managers (ULMs) to set up and administer fellowship calls
- Work closely with the Academic Recruitment Manager to coordinate the fellowship application review process, including but not limited to: liaising with ULMs, managing comms to applicants, managing applicant lists and organising review panels
- Responsible for onboarding and exiting fellows including but not limited to: offers, agreements, terms and conditions, welcome emails, CRM records, mailing lists, website profiles and IT accounts.
- Organise induction days for new fellows
- Create, maintain and update fellow CRM records
- First point of contact for questions and enquires from fellows
- Work closely with the Programme Management Unit to support fellow annual reporting process
- Prepare briefings and reports on fellows as directed
- Develop and maintain a fellowship process manual to document agreed processes, guidance notes and Institute-wide best-practice.
- Work closely with the Finance team to coordinate payments to Turing university partners for their fellows

- Administer fellow and university surveys/feedback questionnaires
- Act as the team CRM and Flexigrant champion
- Approve fellow travel and expenses
- Liaise with external partners to facilitate and deliver joint fellowship schemes
- Secretariat support as required
- Undertake any other duties from time to time as specified by the Academic Engagement Manager

PERSON SPECIFICATION

The successful candidate will demonstrate the following:

Essential

- Experience of administrative work within a higher education/academic setting
- Ability to work flexibly, under pressure and to tight deadlines
- Experience of working co-operatively and effectively with academic and professional colleagues
- Excellent organisational skills combined with a strong attention to detail
- Proven experience to use discretion and judgement when dealing with confidential and sensitive issues
- Pro-activity, demonstrating a high degree of initiative
- Ability to work well independently and as part of a team
- Excellent written and verbal communication skills

Desirable

- Understanding of, or experience in, the research environment in HE
- Previous experience working with researchers
- Previous experience of CRM and grant management software

APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button below. You will need to register on the applicant portal and complete the application form including your CV, covering letter and contact details for your referees. If you have questions about the role or would like to apply using a different format, please contact them on 0203 862 3357 or email recruitment@turing.ac.uk.

TERMS AND CONDITIONS

This full-time post is offered on a permanent basis. The annual salary is £28,000 plus excellent benefits, including flexible working and family friendly policies, https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits

EQUALITY, DIVERSITY AND INCLUSION

The Alan Turing Institute is committed to creating an environment where diversity is valued and everyone is treated fairly. In accordance with the Equality Act, we welcome applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. Reasonable adjustments to the interview process can also be made for any candidates with a disability.

Please note all offers of employment are subject to continuous eligibility to work in the UK and satisfactory pre-employment security screening which includes a DBS Check.

Full details on the pre-employment screening process can be requested from HR@turing.ac.uk*.*