

# The Alan Turing Institute

## PERSONAL ASSISTANT, PROGRAMME MANAGEMENT

### 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.

### BACKGROUND

#### PROGRAMME MANAGEMENT

The Alan Turing Institute has ten Programmes of scientific research in key areas of AI and data science, each led by a Programme Director. There are also a small number of significant programmes of activity which sit across several research Programmes.

The [Programme Management directorate](#) of around 40 people is responsible for the management and delivery of these programmes in support of the senior academic Programme Directors. The team oversees millions of pounds of data science and AI research, training and knowledge exchange programme initiatives in these programmes, ensuring they are managed to business requirements, specification, time and budget. There are a number of Senior Programme Managers, Programme Managers and Research Project Managers within the team, usually focussed on one research Programme or programme of activity, but who may provide programme management capabilities and support to other projects or activities from time to time as required.

#### ROLE PURPOSE

The post-holder will provide high quality administrative support to the senior leadership of the Programme Management Unit, including the Director, Deputy Director and several Senior Programme Managers. The Personal Assistant will encompass a range of administrative and organisational tasks including: team meeting arrangements and agendas, diary and inbox management, travel arrangements and bookings, organising meetings and conference calls, recruitment tasks for the team including interview scheduling, records management, coordinating cross-programme reporting requirements, and acting as an ambassador for the team.

The post-holder will join a growing, dynamic, and impactful team and will be line managed by the Executive Assistant, who heads up a team of PAs who support across the Institute.

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## DUTIES AND AREAS OF RESPONSIBILITY

- Diary management, including scheduling, prioritising and screening diary requests on behalf of the Director of Programme Management. Diary support for Senior Programme Managers and other team members where coordinating with external programme partners is required. Provide a range of executive support, including organising and preparing meeting documentation and meeting notes/action trackers if required.
- Coordination of team meetings including room bookings/video conference requirements, developing agendas along with the Director and Senior Programme Managers.
- Support scheduling recruitment activity within the team, including planning ahead and reserving time for interview dates and time for shortlisting, posting roles on jobs boards to which recruitment team do not have access.
- Coordination of team professional development and training activities and liaising with Professional Development team to manage professional membership subscriptions fees across the team.
- Event and meeting management such as booking arrangements for workshops, seminars, which may include booking rooms, catering, distributing agendas, arranging visitor bookings, visitor passes, meeting and greeting visitors, preparing rooms for seminars, lunches, presentations etc ahead of the event.
- Update the central Turing Calendar with details of any programme workshops, seminars etc. Manage central research queries inbox, screening emails to prioritise the most important and exercise professional judgement to filter out irrelevant messages and forward on/delegate to other members of the team/Institute where appropriate.
- Support team records management, coordinating central programmes reporting requirements, setting up reports, managing deadlines and collating content, Support the Impact Lead with keeping any reporting tools up to date e.g. ResearchFish and supporting the team to update CRM system.
- During periods of annual leave or gaps in resource, providing coordination support to Research Project Managers around research projects which may include following up on requests for amendment agreements, reports, invoices and raising purchase orders.

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities. This job description is written at a specific time and is subject to changes as the demands of the Institute and the role develop.

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PERSON SPECIFICATION		
Skills and Requirements	Essential (E) Desirable (D)	Tested at application (a) Tested at interview (i)
Post holders will be expected to demonstrate the following:		
<b>Education/Qualification</b>		
Previous experience or qualification relating to administration (academic or otherwise)'	E	A
Educated to Degree level or equivalent	D	A
Experience in Higher Education or in a large Charity	D	A
<b>Knowledge and Experience</b>		
Experience in a PA/executive support role at a senior level or experience of coordinating programme activities	E	A, I
Experience of providing central organisational support to a team including organising team meetings, managing storage of information and collating reports.	E	A, I
Extremely organised with exceptional time management skills and able to prioritise multiple tasks seamlessly with excellent attention to detail	E	I
Ability to exercise diplomacy, tact and discretion in managing personal and confidential matters	E	A, I
Track record of excellent problem solving skills, ideally in settings which require multiple stakeholders and competing interests.	E	A, I
Solid computer skills, including email, Word, Excel, PowerPoint, as well as team collaborating software tools such as SharePoint.	E	A, I
Effective liaison at all levels internally and externally	E	I
Proactive approach to work, able to plan into the future and pre-empt problems early and identify solutions	E	A, I
Flexible and positive approach to dealing with a heavy workload and the ability to manage conflicting priorities	E	A, I
Experience of working within and across large and highly complex organisations.	D	I
<b>Communication</b>		
Adapts the style of communication to the audience and ensures understanding.	E	A/I
Routinely explains more complicated non-routine matters/policies/procedures clearly by explaining technical/specialist terms	E	I
<b>Teamwork and Motivation</b>		
Works as a proactive and collaborative member of a team, e.g. provides support and encouragement to less experienced team members, sets an example and shows a flexible approach to delivering team results	E	A/I
<b>Service Delivery</b>		
Promptly deals with stakeholders asking for service or requiring information, correctly referring them elsewhere if necessary.	E	A/I

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<b>Planning and Organising</b>		
Suggests ways of improving working practice and use of resources	E	I
Creates realistic plans to effectively manage own workload, prioritising work to meet personal and team objectives	E	I
<b>Other Requirements</b>		
Commitment to EDI principles and to the Organisation values	E	I

# The Alan Turing Institute

## OUR VALUES

The Alan Turing Institute is committed to equality diversity and inclusion and to eliminating discrimination. All employees are expected to embrace, follow and promote our [EDI Principles](#) and Our Values.

### Our values

- Trust**  
We create an environment where we have trust and can be trusted
- Inclusivity**  
We expect our Turing community to contribute to a culture that is inclusive and free of barriers
- Respect**  
We all have different roles, priorities and challenges but our shared purpose is the same
- Leadership**  
Leadership is everyone's business; Turing leaders set the right tone and lead by example
- Transparency**  
Everyone should understand the how and the why of our decisions and actions
- Integrity**  
We are all ambassadors for the Turing's mission of changing the world for the better

## 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 and covering letter. If you have questions about the role or would like to apply using a different format, please contact us on 020 3862 3516 or email [recruitment@turing.ac.uk](mailto:recruitment@turing.ac.uk).

**CLOSING DATE FOR APPLICATIONS:** 16 April 2023 at 23:59

## **TERMS AND CONDITIONS**

This full-time post is offered on a fixed term basis for 2 years. The annual salary range is £30,000 - £32,000 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 reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sex and sexual orientation.

We are committed to building a diverse community and would like our leadership team to reflect this. We therefore welcome applications from the broadest spectrum of backgrounds.

We are committed to making sure our recruitment process is accessible and inclusive. This includes making reasonable adjustments for candidates who have a disability or long-term condition. Please contact us at [adjustments@turing.ac.uk](mailto:adjustments@turing.ac.uk) to find out how we can assist you.

***Please note all offers of employment are subject to obtaining and retaining the right 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](mailto:HR@turing.ac.uk).***