

The Alan Turing Institute

ACADEMIC ENGAGEMENT 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 Senior Academic Engagement Manager, this new role will support and administer the Institute's internal and external fellowship schemes and the university network of thirteen university partners, both of which are anticipated to expand further as the Institute matures. This role will work closely with various teams across the Institute, as well as Turing University Leads and University Liaison Managers at Turing university partners, to support the smooth-running of the university partnerships and network.

The role is an excellent opportunity for someone excited by the prospect of shaping Institute processes and administration, working collaboratively with colleagues across multiple Institute teams and acting as an Institute representative to Turing university partners.

As a new role the duties and responsibilities may evolve and change as the relationship between the Institute and its university network develop. Full time (1.0 FTE) secondments from any of the Turing's partners will be considered.

DUTIES & RESPONSIBILITIES

- Act as the administrative lead between the Institute and its university partners and a contact point for enquiries and advice for university representatives and fellows.
- Work closely with the Turing's Business Team, ULMs and TULs, to support the delivery of the Institute's Turing Fellowship scheme, including but not limited to, annual reporting, contracts and agreements, finance and payments, website updates and fellow expenses.
- Support the coordination of other Institute fellowships including ESRC/Turing Fellows, Turing AI Fellows, and Distinguished Fellows.

- Respond to questions and provide advice to Institute staff on the university partner network and Institute fellowships.
- Ensure that the specific needs of Institute-affiliated researchers are properly communicated within the university and Institute, offering support and solutions as appropriate.
- Work closely with the People directorate and ULMs to support fellowship calls, including liaising with ULMs, communication to applicants, managing applicant lists and coordinating review panels.
- Support with onboarding and exiting fellows and organising induction days for new fellows.
- Act as the team champion for CRM, Flexigrant and the Purchase Management (Finance) system. Create, maintain, and update fellow CRM records and run regular reports as required.
- Coordinate reporting process for Turing Fellows with research projects.
- Contribute to fellowship process manual to document agreed processes, guidance notes and Institute-wide best-practice.
- Support the ULM team by maintaining the team SharePoint site, provide updates and reports as required, respond to general questions and organise and minute team meetings.
- Secretariat support for University Partner Board and Turing University Lead meetings.
- Prepare briefings and create reports as directed.
- Undertake any other duties from time to time as specified by the Senior Academic Engagement Manager.

PERSON SPECIFICATION

The successful candidate will demonstrate the following:

Essential

- Experience of research/HE/academic administration
- A degree or equivalent qualification or work experience
- Experience of working co-operatively and effectively with academic and professional colleagues
- Excellent organisational skills combined with a strong attention to detail
- Ability to work flexibly, under pressure, balance competing priorities/workloads and to tight deadlines in a fast-paced environment
- Strong interpersonal skills: the ability to form and maintain relationships with a wide range of stakeholders
- Demonstrable success working on projects across many teams and with multiple stakeholders
- Experience using discretion and judgement when dealing with confidential and sensitive issues
- Pro-activity, demonstrating a high degree of initiative
- Excellent written and verbal communication skills

Desirable

- Understanding of, or experience in, the research environment in Higher Education
- Experience coordinating and supporting project financial and contract management processes
- 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 3340 or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 13 September 2020 at 23:59.

TERMS AND CONDITIONS

This role is offered on a full time (1.0 FTE) basis, initially on a one-year fixed term contract with a view to permanency. The annual salary is ranging from £25,000-£28,000 (depending on experience) plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

This job description is written at a specific time and is subject to change as the demands of the Institute and the role develop. The role requires flexibility and adaptability and the post holder needs to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

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.