Academic Recruitment Business Partner

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

The role oversees and advises on the recruitment of diverse roles within the research community at the Turing, taking a lead on roles that are not recruited through direct employment. This includes regular annual calls for doctoral level training programmes, fellowships for early career researchers and specialised calls for senior positions or specific projects. The role requires experience of managing complex recruitment processes or academic calls and a thorough understanding of best practice in the context of higher education, recruitment and academic training pathways. The role will involve regular cross-team collaboration with the People Team, Academic Engagement, Research Programmes, Communications and the wider Turing community and external partners. This will involve building close working relationships with relevant leads from these teams and supporting the development of inclusive calls in accordance with the Institute's strategic objectives.

The Academic Recruitment Business Partner will ensure that each stage of the recruitment process is designed to promote the Institute's core values, especially in the areas of widening participation, equality and promoting diversity. The role holder is expected to work independently to manage the team resource including direct reports, progressing projects and providing expert advice on academic recruitment across the Institute.

DUTIES AND RESPONSIBILITIES

- Plan and manage the workload and resource of the Academic Recruitment function within the People Team, including scheduling centrally run calls, allocating projects and working with colleagues to scope input needed by other departments.
- Provide consultation and expert advice to colleagues within the Research Programmes and Academic Engagement Directorate on scoping and design of Institute calls including benchmarking against relevant equivalents and reviewing previous calls, seeking input from a wide range of stakeholders, agreeing call requirements and providing training on panel processes.
- Lead on the planning and delivery of the annual calls run by the Institute, currently including the flagship Enrichment scheme and manage the Academic Recruitment Coordinator to deliver this.
- Lead on planning the recruitment strategy for the HDRUK-Turing Doctoral programme and work with external partners to implement this.
- Lead on the planning and strategic delivery of calls for Turing Research Fellows, Daphne Jackson Trust Fellowships and other academic appointments and schemes.
- Ensure a positive experience for candidates including by supporting the Academic Recruitment Coordinator to manage candidate queries and provide feedback and acting as the first point of escalation for any complex cases or complaints.
- Lead the evaluation and review process for calls, including a review of diversity and monitoring data and the structure and assessment process of calls to assess the performance of the Academic Recruitment function.
- Promote a culture of continual improvement relating to best practice in academic recruitment, academic calls and access to the Institute including providing training in panel processes and grant assessment and supporting the use and development of the Flexigrant Grant Management System. Liaise with the Equality, Diversity and Inclusion Team and Network Groups to achieve this and ensure efforts are coordinated.
- Be the day to day manager for the relationship with the providers of the Flexigrant Grant Management system; working with Director of People, Director of Programme Management, and Director of IT and Security .
- Liaison with relevant professionals at other organisations to share best practice and remain up to date on changes and developments in the sector.
- Collaborate with the wider Academic Engagement Directorate to support the development of schemes and maintain regular cross team communication to ensure timelines, processes and policy are aligned.
- Manage relationships with senior academic staff to encourage and develop participation on review panels and support the development of the Turing Reviewer Pool.
- Establish timetables to coordinate efforts internally and with external university partners, taking into account national recruitment trends.
- Develop and deliver marketing campaigns for calls and schemes by working with the internal teams within the Turing, the Turing University Leads, Programme Directors and University Liaison Managers to generate publicity and awareness of the recruitment opportunities ensuring marketing targets the widest audience possible.
- Work with colleagues in the People team, the Legal team, and external legal advisors, as appropriate, to agree contractual mechanisms and prepare, develop and implement fit for purpose contracts for all academic recruitment schemes and calls. Work with external partners to agree relevant agreements and contracts and provide advice to Senior Management on potential high risk issues.
- Manage the handover of recruitment information to the Culture and Engagement team to ensure new starters receive a timely induction and support in onboarding tasks.
- Line management including regular performance reviews for direct report(s)

Additional responsibilities

- Manage other projects or activities as required by the Institute's Executive or other members of senior management.

Please note that job descriptions cannot be exhaustive, and the post-holder 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.

PERSON SPECIFICATION		
Skills and Requirements Post holders will be expected to demonstrate the following	**Essential (E)** **Desirable (D)**	**Tested at application (a)** **Tested at interview (i)**
Education/Qualifications		
Degree in related field or equivalent level of qualification or experience	D	i
Knowledge and Experience		
Experience in managing complex recruitment processes or call management, preferably within a higher education/research institute/academic setting	E	a,i
Demonstratable understanding of the postgraduate student and other higher academic life cycles and wider context of the higher education and academic research environment	E	a,i
Experience of providing high level advice and guidance and working co-operatively and effectively with academic and professional colleagues.	E	a,i
Experience of leading review processes including analysing applicant data and of implementing process improvements.	E	a,i
Experience of using Flexigrant or other Grant Management or Recruitment system.	E	a,i
Commitment to EDI principles and experience of active efforts to improve organisational behaviour.	E	a,i
Experience of developing and writing call documents, assessment criteria and running academic panels and interviews.	D	a,i
Prior knowledge of legal requirements and contractual mechanisms within higher education including processing grant agreements, secondment agreements, admission of international students/applicants and relevant immigration law.	D	a
Experience of designing and delivering training on recruitment or open calls best practice.	D	a
Communication		

Excellent verbal and written communication skills, including the ability to explain complex matters clearly and negotiate outcomes.	E	a,i
Able to adapt the style of communication to the audience to ensure understanding	E	i
Team Development		
Experience of providing induction activities for new team members and of providing advice, guidance and feedback to help team members work more effectively	D	i
Experience of evaluating staff performance, , identifying appropriate developmental activity and learning needs, and ensuring individuals meet the needs and expectations of their role.	D	i
Service Delivery		
Ability to learn from complaints and take action to resolve them.	D	i
Planning and Organising Resources		
Ability to manage time and resources effectively; monitoring and reviewing progress to ensure effective working of self and others to meet tight deadlines	E	i
Experience of managing the staffing and/or financial resources across a department/service area/large project dealing effectively with conflicting priorities between teams.	D	i
Experience of setting performance standards and formulating action/business plans and budgets, monitoring and reviewing progress regularly.	D	i
Decision Making		
Experience of independent decision making and advising senior managementon decisions which have a significant impact and long-term implications for the organisation as a whole or are high risk.	D	i

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 Rules of the Game
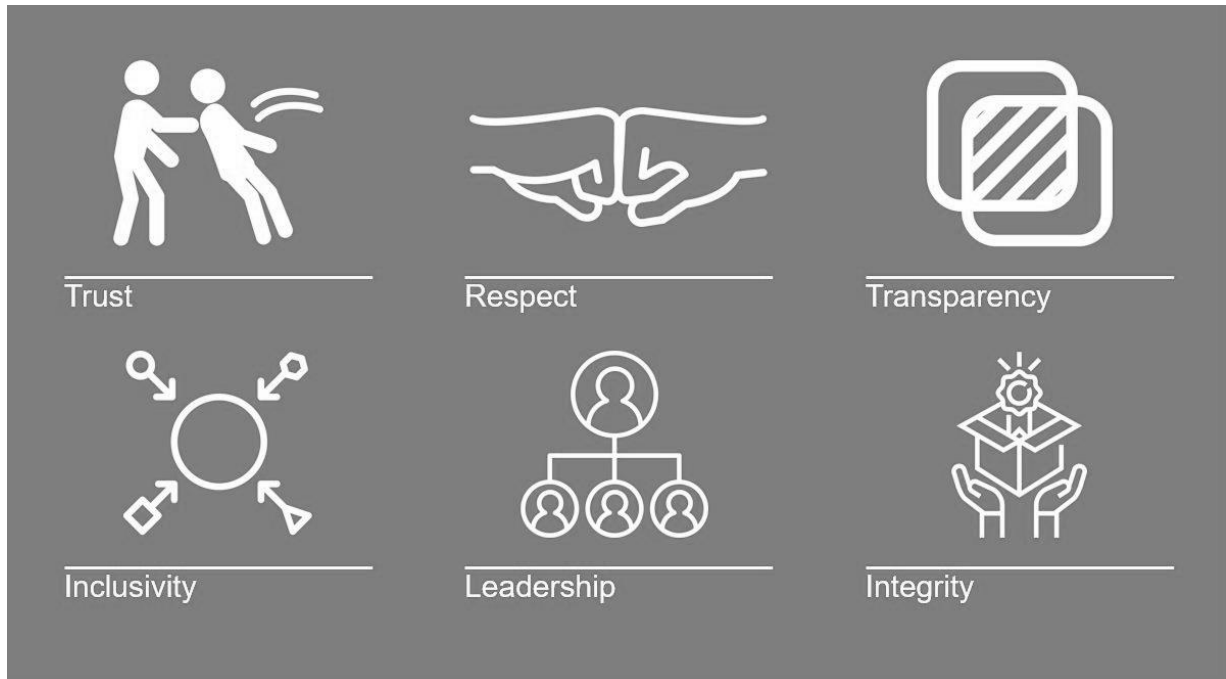
Respect – We treat everyone with respect, dignity and kindness and acknowledge the experiences, skills and contributions of others.

Trust - We communicate openly and honestly to support an environment where we have trust in each other.

Transparency – We seek to ensure that everyone understands the how and the why of our decisions and actions. We take on board to feedback when those decisions are challenged.

Inclusivity – We are committed to continuously learning how to be more inclusive by listening to those facing barriers.

Leadership – We recognise creating an inclusive, diverse and equitable institute requires leadership from all. We stand up and speak out when change is needed.

Integrity – We recognise that how we work is as important as our outputs and seek to exemplify best practice in all our decisions.

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 them on 020 3862 3575 or 0203 862 3340, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 01 August 2021 at 23:59.

Interviews will take place on the 09 August 2021.

TERMS AND CONDITIONS

This role is offered on a full-time fixed term contract for 12 months. The annual salary is £47,000 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.

Reasonable adjustments to the interview process will be made for any candidates with a disability.

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***.***