The Alan Turing Institute

Academic Recruitment Coordinator, People Directorate

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 Academic Recruitment function forms part of the Talent Acquisition and Resourcing Team under the People Directorate. Academic Recruitment are responsible for running large scale calls and application processes for Grants, Awards and Studentships.

ROLE PURPOSE

The Academic Recruitment Coordinator will report to the Academic Recruitment Manager and work closely with the wider People Team to support the recruitment of academic researchers from across all career stages (from doctoral students to Fellows) to the Turing. This is a fast paced, challenging position requiring excellent organisational and communication skills with a particular emphasis on cross-team collaboration. The role presents an exciting opportunity for a highly motivated and ambitious individual to support the future academic recruitment across the Institute into a time of expansion.

DUTIES AND AREAS OF RESPONSIBILITY

Please summarise the main duties and responsibilities required in this role

- Work with the Academic Recruitment Manager and Head of Professional and Academic Development to agree the recruitment procedure and timeline for Enrichment scheme recruitment and lead on the management of the call and review process
- Work with the Academic Recruitment Manager to coordinate Research Fellow calls and support the management of the call and review process.
- Manage the set up of online recruitment systems (Flexigrant), and lead on processing applications through the system. Provide support to team members in using Flexigrant.
- Set up and facilitate shortlisting and review panels including writing panel documents and providing briefings to panels.
- Plan, coordinate and administer interview days including, but not limited to: inviting candidates and panel members to interview, arranging travel and accommodation, recruiting and training interview moderators, scheduling the interview day, tours and speakers as appropriate and

- prepare all interview materials.
- Manage the offer stage of awards, working with the Office of the General Counsel, applicants and key stakeholders to ensure agreements are confirmed and signed promptly.
- Support in the evaluation of recruitment and preparation of reports for the Training Steering Group

- Support the Culture and Engagement Team and Academic Programmes Team in onboarding processes for students and Fellows including ensuring CRM records are accurate.
- Work with the communications and HR teams to ensure academic recruitment is marketed appropriately and complies with all legal requirements.
- Champion and embed Equality, Diversity and Inclusion in all recruitment practices and continually strive for organisational improvement in this area.
- Respond to enquires relating to academic recruitment and manage the academic recruitment inbox.
- Work with the Academic Recruitment Manager to ensure compliance with the Data Protection Act and principles of GDPR including scheduling and completing document destruction.
- Ensure compliance with all Visa and Immigration requirements including sponsoring of Visas and checking of legal Right to Work or Study.
- Support the wider Talent Acquisition Team in Business Team recruitment when required.

Person Specification		

Requirements	**Essential (E)**	**Tested at application(a)** **Tested at interview (i)**
Candidates/post holders will be expected to demonstrate the following	**Desirable (D)**	
Experience		
Experience of administrative work within a higher education/academic setting.	D	A/I
Experience of managing complex projects with multiple stakeholders to tight deadlines.	E	A/I
Experience of working co-operatively and effectively with academic and professional colleagues.	E	A/I
Proven experience to use discretion and judgment when dealing with confidential and sensitive issues	E	A/I
Previous working experience relating to recruitment (academic or otherwise)	E	A/I
Knowledge		
Demonstratable understanding of the doctoral student and other higher academic life cycles	D	A
Prior knowledge of admission of international students (Tier 4 visas) and immigration law and data protection law.	D	A
Skills & Abilities		

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Ability to work flexibly, under pressure and to tight deadlines	E	A/I
Ability to work well independently and as part of a team	E	A/I
Ability to exercise initiative and identify areas for improvement within work.	E	A/I
Ability to evaluate and present recruitment data to communicate trends?	E	A/I
Excellent written and verbal communication skills, the ability to deal with a wide range of people and to interact successfully with others.	E	I
High level ICT skills to execute and improve administrative and student support processes.	E	I
Other Requirements		
Commitment to EDI principles and to implementing equality and diversity best practice within the workplace	E	A/I

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.

The Alan Turing Institute is committed to equality diversity and inclusion and to eliminating discrimination. All employees are expected to follow our EDI Principles and Rules of the Game - Our Values

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, 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 0203 862 3340, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: Sunday 20 Septemeber at 23:59.

TERMS AND CONDITIONS

This full time post is offered on a 12 month fixed term basis. The annual salary for this post 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

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***.***