

# The Alan Turing Institute

## Academic Recruitment Manager (Maternity Cover)

### 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

The Academic Recruitment Manager works within the People team to lead on recruitment calls for academic positions across all career stages. This includes regular annual calls for doctoral level training programmes and specialised calls for senior positions. The role requires excellent organisational and communication skills with a particular emphasis on cross-team collaboration between the People Team, Academic Engagement, Communications and the research programmes.

The Academic Recruitment Manager will ensure that each stage of the recruitment process is designed and managed in line with best practice and to promote the Institute's core values, especially in the areas of widening participation, equality and promoting diversity. The role holder will receive support from experts within the wider business team, but is expected to work independently to progress projects, with the assistance of other staff, including direct reports, where appropriate.

### DUTIES AND RESPONSIBILITIES

- Lead on and directly manage the planning and delivery of the annual calls for doctoral schemes run by the Institute, currently including the flagship Enrichment scheme and HDR UK Turing PhD Programme and manage the Academic Recruitment Coordinator and HDR UK Programme Coordinator to deliver this.
- Lead on the planning and strategic delivery of calls for Turing Research Fellows, Turing Fellows and other academic appointments and schemes.
- Work with the Head of Professional and Academic Development on special projects related to Academic Recruitment, including the international expansion of the Enrichment scheme.
- Manage relationships with senior academic staff to encourage and develop participation on review panels, and provide training in best practice for panels.

- 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 excellent publicity and awareness of the recruitment opportunities ensuring marketing targets the widest audience possible.
- Work with the Equality and Diversity Working Groups and Equality Advisory Group to ensure best practice is applied across the Institute in matters of recruitment and access.
- Work with the Head of Business Change to ensure exemplary compliance with GDPR requirements for recruitment process
- Work with the Legal team to develop compliant Right to Study/Work policies for academic positions and ensure all requirements are fully met and to develop and implement fit for purpose contracts for all relevant schemes and calls.
- Support the administration of Visiting Access students.
- Manage the handover of recruitment information to the Culture and Engagement team to ensure new employees receive a timely induction and support in onboarding tasks.
- Support the wider Talent Acquisition team in Business team recruitment and developing best practice across difference areas of the team.

#### **Additional responsibilities**

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

### **PERSON SPECIFICATION**

The successful candidate will have:

#### **ESSENTIAL**

- Experience in recruitment or call management, preferably within a higher education/academic setting
- Demonstratable understanding of the postgraduate student and other higher academic life cycles and wider context
- Ability to work independently and to tight deadlines while managing multiple projects
- Confidence in making informed decisions and using initiative when developing new protocols
- Experience of working co-operatively and effectively with academic and professional colleagues.
- Excellent communication skills (written and verbal) for negotiation with multiple stakeholders
- High level ICT skills to execute and improve administrative and student support processes.
- Commitment to EDI principles and active efforts to improve organisational behaviour

#### **DESIRABLE**

- Line management experience.
- Experience of developing and writing call documents, assessment criteria and running academic panels and interviews.
- Prior knowledge of legal requirements within higher education including processing grant agreements, admission of international students/applicants and relevant immigration law.

### **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 020 3862 3340 or email [recruitment@turing.ac.uk](mailto:recruitment@turing.ac.uk).

**CLOSING DATE FOR APPLICATIONS: 18<sup>th</sup> May 2020**

## TERMS AND CONDITIONS

This full-time post is offered on a fixed-term basis for 12 months starting in July 2020. The annual Salary is £35,000, plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

Secondments of suitable staff from relevant organisations (business, universities, government or charities) are welcome.

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](mailto:HR@turing.ac.uk).***