The Alan Turing Institute

APPLIED SKILLS PROJECT OFFICER

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 Applied Skills Programme, sits within the Turing's Skills department, and includes Data Study Groups (DSGs), the Turing Internship Network (TIN) and other future knowledge exchange and training activities focused on real-world data science problems.

DSGs are Turing's flagship version of a hackathon. They are centred around data and real-world problems, and are exploratory and highly collaborative in nature. They provide an engagement tool for postgraduate students and above (participants), as well as industry, government and third sector (Challenge Owners) to engage with the Turing Institute, and its partners. TIN is an internship activity for PhD students to engage with industry on up to 6 month placements.

The Applied Skills Programme is growing and requires a project officer to oversee the delivery of the DSGs. The role will also be expected to contribute to the growth of other Applied Skills activities (e.g. TIN), helping to establish synergies between them.

ROLE PURPOSE

Reporting to the Applied Skills Programme Manager, the role will oversee the delivery of DSG events, associated variants such as DSG Online and DSG activities hosted by delivery partners, and supplementary activities related to DSG. Key aspects will be event planning and management, recruitment, monitoring and supporting partner organisations and academics, as well as developing training course materials. Strong communication will be required when engaging and supporting external stakeholders as well as within the team. This role will also support synergies between DSG and other Applied Skills activities.

DUTIES AND AREAS OF RESPONSIBILITY

- To coordinate the planning and delivery of Data Study Groups/variants, ensuring they are managed to business requirements, specification, time, and budget.
- Provide expert advice and guidance to a wide range of individuals, presenting a robust interpretation of DSG principles.
- Routinely monitor all activities, liaising with the Applied Skills Programme Manager about risks, issues, and progress, taking action to ensure minimum impact to project deadlines.
- Take an operational lead on the planning and delivery of large-scale events, advising external DSG teams on the delivery of events and the preparation of events materials, including information/training packs and presentations.
- Liaise with DSG external partners, university and industry partners, overseeing their involvement in Applied Skills engagements.
- Work closely with the wider Applied Skills team to coordinate applications, review processes for participants and interns, DSG PIs and Challenge Owners; liaising with academics, overseeing communication to applicants, managing applicant lists and organising review panels.
- Responsible for onboarding participants, researchers and Challenge Owners, processing offers and agreements, terms and conditions, sending welcome emails, managing administrative records, mailing lists and IT accounts.
- Collect relevant data from engagement activities compiling post activity reports, including the analysis and interpretation of EDI reports and making recommendations where necessary.
- Identify opportunities and synergies for DSG, TIN and other Applied Skills activities.
- Maintain process manuals to document agreed processes, including lessons learned, and making recommendations for process improvements and Institute-wide best-practice approaches.
- Use internal systems, EventsForce and Flexigrant to manage recruitment and events.

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.

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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/Qualification		
Degree or equivalent level of professional qualifications and/or experience	E	A
Degree in a relevant scientific or engineering discipline, or equivalent level of professional qualifications and/or experience	D	A
Understanding of, or experience in, the research environment in HE	D	A
Knowledge and Experience		
Experience of administrative work within a higher education/academic setting	E	A & I
Experience of working co-operatively and effectively with academic and professional colleagues	E	A & I
Proven experience to use discretion and judgement when dealing with confidential and sensitive issues	E	I
Pro-activity, demonstrating a high degree of initiative	E	I
Ability to work well independently and as part of a team	E	I
Previous experience working with researchers	D	A & I
Previous experience of events, grant management, or other similar CRM software systems	D	A & I
Previous experience of running multi stakeholder events	D	A & I
Communication		
Possess excellent communication skills with the ability to adapt to different audiences, as appropriate	E	A&I
Ability to negotiate and influence others	D	I
Liaison and Networking		
Experience in active collaboration and promotion of collaborative achievements	E	A & I
Experience in networking within an organisation to share knowledge	E	I
Service Delivery		
Ability to analyse stakeholder requirements and provide a high level of service when responding to queries	E	I
Proactive in identifying trends and recommending changes to improve service	E	A & I
Teamwork and Motivation		

Able to work effectively as part of a team, providing support to others where required, with an approachable and flexible attitude towards work	E	A&I
Planning and Organising		
Extensive experience of prioritising own workload effectively and working to deadlines	E	I
Other Requirements		
Commitment to meeting deadlines	E	I
Flexible attitude towards work	E	I
Commitment to EDI principles and to the Organisation values	E	I

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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 3575 or 0203 862 3340, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: SUNDAY 31ST JULY 2022, 23:59PM

TERMS AND CONDITIONS

This full time post is offered on a fixed term basis for two years. The annual salary is £36,236 - £38,000 plus excellent benefits, including flexible working and family friendly policies, https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits

Due to the nature of this role, this position will initially be office based, with the potential for future flexibility for Hybrid working.

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 teal to reflect this. We therefore welcome applications from the broadest spectrum of backgrounds.

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***.***