The Alan Turing Institute

RESEARCH PROJECT MANAGER (FINANCE AND ECONOMICS PROGRAMME)

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 purpose is to make great leaps in data science and AI research to change the world for the better. Its goals are to advance world-class research and apply it to national and global challenges, build skills for the future by contributing to training people across sectors and career stages, and drive an informed public conversation by providing balanced and evidence-based views on data science and AI.

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

Programme Management
The Alan Turing Institute has a number of Programmes of scientific research in key areas of AI and data science, each led by a Programme Director. There are also a small number of significant programmes of activity which sit across several research Programmes.

This role sits within the Institute's Programme Management directorate, which is responsible for the management and delivery of these programmes in support of the senior academic Programme Directors and Principal Investigators. The team oversees millions of pounds of data science and AI research, training and knowledge exchange programme initiatives in these programmes, ensuring they are managed to business requirements, specification, time and budget.

There are a number of Programme and Research Project Managers within the team, usually focussed on one research Programme or programme of activity, but who may provide programme and project management capabilities and support to other projects or activities from time to time as required. Programme managers and Research project managers are not permanently attached to programmes or projects and may be moved to other research programmes in-line with business
needs, and may have the opportunity to support other programmes, both ad-hoc or more formally.
The successful candidate will deliver activity within the **finance and economics programme**.

ROLE PURPOSE

We are recruiting a Research Project Manager to lead the operational delivery of our Strategic Partnerships with the Office for National Statistics (ONS) and Accenture. Our partnership with the ONS seeks to produce close to real time economic statistics to help track changes in the networks underpinning the economy while preserving privacy. Through our partnership with Accenture, we aim to advance data science, data analytics and artificial intelligence research with a focus of delivering substantial business and society value.
The successful candidate will be instrumental in ensuring that partnership activity is delivered to business requirements, specification, time and budget and will share their expertise with others as an active member of the Turing community.

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The post holder will work with the Programme Director, Senior-Programme Manager, academic researchers and industry partners to coordinate each research project and workstream from concept to implementation. This will involve coordinating project meetings and understanding, monitoring and identifying resource requirements including financial planning, and negotiating contracts. The post-holder will also co-create, communicate and benchmark project milestones to keep delivery on track, and capture decisions, progress updates and impact for a broad range of stakeholders.

In addition to these responsibilities, the post-holder will work with industry partners and stakeholders to ensure the successful delivery of a broad range of complementary partnership workstreams. This will include arranging events and workshops that bring together academic researchers, government and industry, and managing stakeholder relationships together with colleagues. The post holder will need to liaise closely with Institute research and operations staff remotely, in London, and at university and research centre partners in order to perform their role. They will also be expected to liaise, and build strong relationships, with our industry partners, affiliate partners and funding bodies, as well as internal stakeholders.

This role reports to the Senior Programme Manager, Finance and Economics**.**

DUTIES AND AREAS OF RESPONSIBILITY

Research Project Management and Delivery
- Coordinate and oversee the high-quality delivery of ground-breaking, multi-disciplinary research projects as part of several research workstreams. This will involve:
  - Working with the research teams to outline the resource requirements for each project, to support them in applying for funding and resource, to agree on clear milestones for each project, and to ensure that the deliverables are completed on schedule;
  - Working with the Turing's finance team to draw up detailed financial plans and reports for each project and to manage POs and invoicing.
  - Working with the Turing's legal and governance teams to ensure that relevant contractual and legal agreements and processes are in place and followed, including for data sharing and ethical considerations.
  - Providing regular updates to the Institute's leadership on the progress of each project / workstream.
  - Working alongside the communications team to disseminate the outcomes or findings of each project/ workstream;
- Coordinate and oversee the delivery of internal and external engagement activity including events, training, and knowledge exchange initiatives. This will involve:
  - Working with colleagues in marketing and communication to develop effective communication and stakeholder plans and to ensure the high quality delivery of communications and engagement activity.
  - Working with colleagues in our events teams, and with our partners, to develop and deliver agendas, speakers, and guest lists for in-person and online events
  - Work with the research community to deliver engagement events for our Interest Group.
- Maintain up-to-date records that enable effective monitoring, control and evaluation of the programme's research initiatives;
- Produce regular reports on activity to external partners and funders.

Programme Operations and Resources Management
- Perform resource planning and financial analysis for the partnerships. This will involve assisting in the preparation of partnership budgets, anticipating future staffing and operational needs, identifying potential funding sources, as well as managing payment of expenses.
- Manage the delivery of strong partnership governance. This will involve coordinating the delivery of significant governance activity, creating and maintaining relevant governance documentation and, in collaboration with the Senior Programme Manager and scientific leadership team, developing, writing, and editing reports and presentations for the Institute's senior leaders, Board of Trustees, and partner boards.

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- Working with the HR team, organise the recruitment of additional researchers or administrative staff if required. This will involve coordinating the drafting of job advertisements, organising interview panels, and overseeing the onboarding process for new hires
- Providing day-to-day support to the Senior Programme Manager, Programme Director and programme research leadership.

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.

OTHER DUTIES

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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
Relevant experience in project management	E	A
Formal training in one or more project management processes (Scrum, Lean, Agile, Prince II, etc.) as well as familiarity with project management tools and software;	D	A
Knowledge and Experience		
Strong project management and organisational skills: the ability to plan, execute, and keep on schedule numerous projects in an organised fashion;	E	A, I
Budget management and financial processes.	E	A, I
The ability to form and maintain relationships with a wide range of people at all levels	E	A, I
Experience of working designing and delivering engagement and communications activity including events	E	A, I
Experience in managing complex research projects involving internal and external partners and stakeholders	E	A, I
Experience of managing complex projects involving industry and/or commercial partners or funders	D	I
Experience of contractual agreements for research (collaboration, funding etc.)	E	A, I
Experience of project and partnership governance structures and delivery	E	I
Facilitating research using sensitive data, including an understanding of information governance requirements.	D	A, I
Research project management in an academic environment.	D	A
Interest in finance and economics and/or data- driven research	D	A, I
Experience working closely with Finance team on budget planning, reporting, reconciliations	E	A, I
Communication		
Clear and effective communication skills (oral and written) with the ability to adapt style to suit a wide range of people and audiences at all levels	E	A, I
Decision- Making Processes and Outcomes		
Independently make decisions which impact themselves or immediate team members. Escalate decisions where appropriate.	E	I
Recommend and advise on available **options** for decisions that affect operational processes, taking into account any risks.	E	I
Work with others to make collaborative decisions that may be operational or strategic and impact immediate team or work area only.	D	I
Initiative and Problem Solving		
Uses judgement to analyse and solve problems and take action to prevent recurrence of problems.	E	I
Consider possible solutions to identify those which offer wider benefits and obtain evidence to support thinking.	E	I
Analysis and Research		

Designs and uses data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Understands when additional	E	I
Ability to define, measure, and track key metrics for each project	E	I
Planning and Organising		
Ability to balance competing priorities with minimal direction while maintaining a high standard of accuracy and attention to detail	E	A,I
Other Requirements		
Commitment to EDI principles and to the Organisation values	E	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 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 3533 or 0203 862 3516, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 23 JULY 2023 at 23:59

TERMS AND CONDITIONS

This full-time post is offered on a fixed term basis for 12 months. The annual salary is £40,950 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.

We are committed to building a diverse community and would like our leadership team to reflect this. We therefore welcome applications from the broadest spectrum of backgrounds.

We are committed to making sure our recruitment process is accessible and inclusive. This includes making reasonable adjustments for candidates who have a disability or long-term condition. Please contact us at adjustments@turing.ac.uk to find out how we can assist you.

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*.*