

The Alan Turing Institute

FACILITIES COORDINATOR

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

Forming part of the Facilities team, the Facilities Coordinator is a full-time office-based role, working closely with the Facilities team reporting to the Operations Manager with regular check-ins with the Facilities Officer. The facilities team members work closely together, to effectively manage the Turing's physical workspaces and support the growing Turing research community, to ensure that service runs as normal during core hours.

ROLE PURPOSE

The purpose of Facilities Coordinator is to support day-to-day operations of the reception desk and act as the 'face' of the business, to create a great workplace environment for our visitors and colleagues. This is a hands-on and varied role which consists of a variety of administrative and operational support tasks. This post is entirely onsite, and the successful incumbent will be required to come into the office five days a week, Monday through Friday.

DUTIES AND AREAS OF RESPONSIBILITY

- Be onsite in the office Monday through Friday to greet visitors at the front desk, direct and escort them as required.
- Maintain office security and control access via the Turing entrance.
- Run through set-up of AV equipment and Zoom function in internal event spaces and provide office tours upon request.
- Manage incoming and outgoing deliveries. Distribute internal post and manage the lost property process.
- Manage the visitor registration process and request access for visitors with British Library staff entrance via Gate 8.
- Proactively manage the Reception and Facilities phone and email inboxes, responding in timely manner and communicate office related updates with the Turing community via email, on Slack and Mathison .
- Carry out daily office health & safety walkarounds and complete cleaning inspections. Request cleaning support as and when needed.

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- Log building faults and maintenance issues with the landlord (British Library) and book callouts with contractors to resolve equipment faults. Escort contractors around the building as and when required.
- Order office supplies and keep inventory of stock. Raise purchase orders and keep log of all office expenditure.
- Support with and present at onsite internal events and social activities, which occasionally may be out of office hours. Prior notice would be given.
- Assign lockers to staff and keep records up to date. Order replacement keys as and when necessary.
- Manage HR and IT requests such as reasonable adjustments requests, booking travel, arranging courier delivery and purchasing equipment.
- Raise catering orders and order online lunch deliveries for staff training and internal onsite events.
- Support Facilities Officer and Operations Manager with ad hoc requests.

Please note that job descriptions cannot be exhaustive, and the postholder 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		
Diploma or Degree in a relevant discipline, or equivalent level of professional qualifications and/or experience	D	A
Knowledge and Experience		
Excellent customer-service skills.	E	A&I
Good time-management.	E	I
Ability to demonstrate excellent organisational skills	E	A&I
Previous experience in a similar role.	E	A&I
Previous experience working in a team	E	A&I
Demonstratable experience in setting up and preparing meeting rooms	D	I
Communication		
Excellent written, verbal and listening skills with the ability to communicate effectively to a wide range of people	E	A&I
Maintain good communication and working relationships with all other members of staff to ascertain their needs.	E	I
Teamwork and Motivation		
Ability to work effectively as part of a team, providing support to others as required, with an approachable and flexible attitude towards work.	E	A&I
Service Delivery		
Ability to understand stakeholders' requirements and provide a high level of service when responding to queries	E	I
Planning and Organising		
Extensive experience of prioritising own workload effectively and working to deadlines	E	A&I
Creates realistic plans to effectively manage own workload, prioritising work to meet personal and team objectives	E	I
Work Environment		
Has an awareness of relevant health and safety policies and practices	D	I
Other Requirements		
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 3536, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: SUNDAY 04 AUGUST 2024 at 23:59 (LONDON, UK BST)

We reserve the right to close this vacancy early or to interview suitable candidates before the closing date if enough applications are received.

TERMS AND CONDITIONS

This full-time post is offered on a fixed term basis for 12 months. The annual salary is £30,983 plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>.

This post requires an immediate start and is entirely onsite, and the successful incumbent will be required to come into the office five days a week, Monday through Friday.

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 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.