

The Alan Turing Institute

FELLOWSHIPS MANAGER

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

Reporting to the Institute's Senior Academic Engagement Manager, this new role will manage the delivery of the Institute's internal and external fellowship schemes including Turing Fellowships, Turing AI Fellowships and Turing/ESRC Fellowships.

Working in partnership with UKRI and BEIS the Institute welcomed the UK's first cohort of Turing AI Fellows in Autumn 2019. The Fellowships Manager will spend approximately half of their time coordinating and supporting the appointed Turing AI Fellows in the delivery of their research. They will develop a sense of community and ensure the appointed fellows are connected and empowered to deliver collaborations across the AI network in the UK and specifically the Turing.

The post manages all elements of the Turing's flagship fellowship scheme with over 350 Turing Fellows currently appointed. The role also manages other Institute fellowships including, but not limited to, ESRC-Turing Fellows and Distinguished Fellows. As all fellows are employed at UK universities, developing and maintaining strong relationships with Turing university partners and all sections of the Turing business team will be crucial to success in this role.

The role is an excellent opportunity for someone excited by the prospect of working with top talent in UK artificial intelligence, shaping Institute processes and administration, developing a community of Institute researchers, working collaboratively with colleagues across multiple Institute teams and acting as an Institute representative to UK universities and programme funders/partners.

As a new role the duties and responsibilities may evolve and change as the relationship between the Institute and its university network develop. Full time (1.0 FTE) secondments from any of the Turing's partners will be considered.

DUTIES & RESPONSIBILITIES

- Work closely with the Turing's Business Team, University Liaison Managers (ULMs) and Turing University Leads (TULs), to manage and oversee the Institute's Turing Fellowship scheme. This includes reporting, contracts and agreements, cohort management, finance and payments, website updates and fellow expenses.
- Manage and oversee the delivery of the Turing AI Fellowship scheme's research projects and awards. This will involve:
 - Working with the researchers to outline resource requirements, agree clear milestones and ensure that deliverables are completed on schedule.
 - Working with the Institute's finance team to track project spend liaising with researchers and university research managers as required.
 - Preparing briefings and reports for the Institute's leadership and BEIS/UKRI on the progress of each award.
 - Working alongside the communications team to disseminate the findings of each project.
 - Building a strong community of AI researchers centred on the grantees of the Turing AI Fellowship scheme.
- Act as the primary lead for all Fellowship matters between the Institute and its university partners and a contact point for enquiries and advice for university representatives and fellows.
- Provide managerial oversight, clear communications/updates and guidance to Turing staff on Institute fellowships.
- Act as the primary lead and liaise with external partners such as EPSRC and ESRC to facilitate and deliver joint fellowship schemes.
- Ensure that the specific needs of Institute-affiliated researchers are properly communicated within the university and Institute, offering support and solutions as appropriate.
- Work closely with the People directorate and ULMs to set up and lead fellowship calls, including but not limited to, liaising with ULMs, managing comms to applicants, managing applicant lists and organising review panels.
- Manage the onboarding and exiting of fellows and organise induction days for new fellows.
- Maintain up-to-date records that enable effective monitoring, control and evaluation of the scheme's aims and objectives. Create, maintain, and update fellow CRM records and run regular reports as required.
- Develop and maintain a fellowship process manual to document agreed processes, guidance notes and Institute-wide best-practice.
- Prepare briefings and create reports as required.
- Undertake any other duties from time to time as specified by the Senior Academic Engagement Manager.

The Institute's role in Wave 2 of the Turing AI Fellowships is still to be confirmed. As such, duties and responsibilities are subject to change as the demands of the Institute and the role develop.

PERSON SPECIFICATION

The successful candidate will demonstrate the following:

Essential

- Strong project management and organisational skills: the ability to plan, execute, and oversee numerous projects in an organised fashion with a strong attention to detail.
- Understanding of and experience in the research environment in Higher Education. Experience of working co-operatively and effectively with academic and professional services colleagues.
- Familiarity with UK funding councils' processes, contracts, and reporting.
- Strong multi-tasking skills: the ability to balance competing priorities with minimal direction while maintaining a high standard of accuracy and attention to detail.

- Demonstrable success working on projects across many teams and with multiple stakeholders.
- Strong interpersonal skills: the ability to form and maintain relationships with a wide range of people at all levels.
- Proven success working flexibly, under pressure and to tight deadlines in a fast-paced environment.
- Strong analytical skills: the ability to define, measure, and track key metrics for each scheme or project.
- Demonstrable experience managing all aspects of research project financial processes and contracts/agreements.
- Proven experience to use discretion and judgement when dealing with confidential and sensitive issues.
- Pro-activity, demonstrating a high degree of initiative.
- Strong community building skills: the ability to bring together people from different backgrounds and disciplines to work on successful collaborations.
- Excellent written and verbal communication skills.

Desirable

- Experience in managing complex research projects involving internal and external partners.
- Previous experience of CRM and grant management software.

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 3340 or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: Sunday 13 September 2020.

TERMS AND CONDITIONS

This full-time post is offered on a full time (1.0 FTE) basis, initially on a one-year fixed term contract with a view to permanency. The annual salary is £35,000-£38,000 (depending on experience) plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

The postholder will be based at the Institute's site at the British Library, Euston Rd, London. Occasional travel nationally and internationally may be required to deliver the role.

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.