The Alan Turing Institute

FELLOWSHIPS 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

Academic Engagement is the Institute's gateway to UK universities and top research talent. The Academic Engagement team coordinate the Institute's internal and external fellowship schemes, the Turing University Network (currently with 65 university members), researcher engagement schemes such as Turing Interest Groups and Theory and Method Challenge Fortnights, and broader engagement with universities across the UK. All of these areas continue to evolve as the Institute matures.

The Turing AI Fellowships are a £46 million initiative created as part of the AI Sector Deal's ambitious skills and talent package aimed at retaining, attracting and developing the best and brightest AI international researchers. Fellows from a wide variety of disciplines undertake world-leading creative and innovative AI research, working in collaboration with partners from other sectors to accelerate the impact of their research. The Institute co-delivers the Turing AI Fellowships in partnership with the Engineering and Physical Sciences Research Council (EPSRC) on behalf of UKRI, and the Department for Science, Innovation and Technology (DSIT).

The Institute welcomed the UK's first cohort of five Turing AI Fellows in Autumn 2019. Following subsequent calls, the cohort has since grown to 27 fellows. Further information about the Turing AI Fellowships, including the different cohort of fellows, is available here.

ROLE PURPOSE

Reporting to the Fellowships Manager, this role primarily coordinates cohort activity for the Turing AI Fellows working closely with UKRI and DSIT, maintains strong relationships with the fellows individually, and seeks to involve them in Institute activity as appropriate. The postholder will work closely with members of the Academic Engagement team, various teams across the Institute, contacts at UKRI and DSIT, and contacts across the Turing University Network. There is substantial overlap between Institute fellowships and the role will also support elements of the Turing's other flagship Fellowship schemes.

The duties and responsibilities of the role may evolve and change as the Institute, and its schemes, evolve. Full time (1.0 FTE) secondments from any of the Turing's partners will be considered.

ROLE PROFILE

Academic Engagement is a people-facing team, working closely with researchers and key academic stakeholders. Team members are required to be effective communicators in all forms with the ability to engage with diverse audiences, be personable, engaging, and feel comfortable representing the Institute externally.

There is an unprecedented pace of change as data science and AI technologies continue to develop and the nature of our work is constantly evolving. Ideal candidates will need to be outcomes-focused, proactive, adaptable, with a positive can-do attitude.

The role is an excellent opportunity for someone excited by the prospect of working closely with and supporting top talent in UK data science and AI, of building a community of academics at universities across the UK, of organising impactful bespoke events, meetings and workshops, and working collaboratively with colleagues across multiple Institute teams.

DUTIES AND AREAS OF RESPONSIBILITY

- Develop and maintain strong working relationships with fellows, understanding their priorities and current activity, and linking in with Turing activity as appropriate. Act as the primary contact for all Turing AI Fellow matters relating to cohort management and a contact point for enquiries and advice for fellows.
- Work closely with the Fellowships Manager, UKRI, DSIT, Turing's business team and UK universities to coordinate all cohort management activity relating to the Turing AI Fellowship scheme. This includes, but is not limited to, ensuring all fellows are embedded within the Institute, coordinating bespoke events for the fellows and their teams, ensuring they stay up to date with Institute news and developing opportunities for fellows to engage with industry and government leaders.
- Plan, shape and deliver a range of impactful and inclusive online and in-person events and community engagement activity (e.g. workshops, networking events, training sessions, a monthly fellow coffee morning). This includes, but is not limited to, speaker invitations, pre- and post-event communications to delegates and attendees, event registration, catering, venue coordination and on-site support. Evaluate events and make evidence-based recommendations for future events.
- Working with members of the Academic Engagement team, draft and coordinate appropriate content for regular email newsletters to Turing AI Fellows to ensure they are aware of all opportunities to engage and remain up to date with Institute news and news from across the broader data science/AI landscape.
- Champion the fellowships across the Institute - provide support, clear communication, updates and guidance to Turing staff on Institute fellowships. Ensure an in-depth understanding of the scheme to secure support and buy-in from across the Institute.
- Support the broader cohort of post docs and students connected to the Turing AI Fellowships. This includes, but is not limited to, organising and leading regular meetings, coordinating all communication and updates, and other activity contributing to community building.
- Coordinate administrative elements of the fellowships including but not limited to, developing and maintaining support resources for fellows, secretariat support at cohort management meetings, relevant Intranet pages, co-manage the shared fellowships inbox, and champion and maintain the Institute's CRM and Purchase Management (finance) system.
- Keep up to date with wider Institute news, goals, initiatives and values, ensuring these are linked to and embedded across all activity.
- Work flexibly when needed for ad-hoc, occasionally out-of-hours, events.
- Support the wider Academic Engagement team as required and undertake any other duties from time to time as specified by the Fellowships Manager or Head of Academic Engagement.

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.

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		
Bachelor's degree or equivalent professional qualifications and/or experience	E	A
Knowledge and Experience		
Detailed understanding of and notable experience in the research environment in Higher Education	E	A I
Demonstrable experience of working co-operatively, effectively, independently, and confidently with senior academics and a diverse range of researchers	E	A I
Proven track record of planning and delivering complex events, speaker opportunities, webinars and other engagement opportunities, both online and in person	E	A I
Demonstrable experience of working independently and proactively to ensure a project's success	E	A I
Proficiency using Microsoft Office products, including Word, Excel, Outlook, and PowerPoint	E	A I
Basic knowledge of data protection legislation	E	I
Previous experience of CRM and purchase management (finance) software	D	A I
Experience drafting communications to a broad audience	D	A I
Communication		
Excellent written and verbal communication skills with the ability to present complex information clearly, and to adapt to and influence different audiences. Comfortable with public speaking	E	A I
Service Delivery		
Act as the primary contact for a key stakeholder group with ability to go the extra mile when required, acts proactively and make things happen	E	I
Work efficiently, consistently and in line with agreed responsibilities and timescales to support the efficiency of overall service	E	I
Liaison and Networking		
Ability to collaborate and proactively building relationships between groups to share and develop good practice and strengthen future relationships	E	A I
Decision Making		
Able to assess information and use it to support decision making	E	I
Able to contribute to discussions and make decisions as part of team	E	I
Planning and Organising		
Strong organisational skills: the ability to plan, execute, and oversee numerous activities, often involving other organisational teams and stakeholders, with a strong attention to detail	E	A I

Able to prioritise own workload effectively, working to deadlines and showing a proactive approach to tasks. Proven success working flexibly, under pressure and to tight deadlines in a dynamic and fast-paced environment	**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 3536, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: WEDNESDAY 21 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 until December 2025. The annual salary is £39,189 plus excellent benefits, including flexible working and family friendly policies, https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits

The Alan Turing Institute is based at the British Library, in the heart of London's Knowledge Quarter. We expect the successful candidate to come to our office at least 3 days per week. Some roles may require more days in the office; the hiring manager will be able to confirm this during the interview.

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***.***