The Alan Turing Institute

ACADEMIC ENGAGEMENT COORDINATOR (FELLOWSHIPS)

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 Academic Engagement team coordinate the Institute's internal and external fellowship schemes, the university network of thirteen university partners, the university liaison function (Turing University Leads and University Liaison Managers at Turing university partners), researcher engagement schemes such as Interest Groups and Theory and Method Challenge Fortnights, and broader engagement with universities across the UK. It is a growing team and all of these areas are anticipated to expand further as the Institute matures.

ROLE PURPOSE

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

The post coordinates all elements of the Turing's flagship fellowship scheme made up of over 400 Turing Fellows. The postholder will work closely with members of the Academic Engagement team, various teams across the Institute, Turing University Leads and University Liaison Managers at Turing university partners, and representatives at research institutions across the UK.

The role is an excellent opportunity for someone excited by the prospect of working with top talent in UK data science and artificial intelligence, shaping Institute processes and administration, supporting the development of a community of Institute researchers, and working collaboratively with colleagues across multiple Institute teams.

DUTIES AND AREAS OF RESPONSIBILITY

- Work closely with the Turing's business team, University Liaison Managers (ULMs) and Turing University Leads (TULs), to coordinate and administer the Institute's Turing Fellowship scheme. This includes reporting, contracts and agreements, cohort management, finance and payments, website updates and fellow expenses.
- Act as the primary contact 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 support, clear communications/updates and guidance to Turing staff on Institute fellowships.
- 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 Fellowships Manager, People directorate, Legal and University Liaison teams to support and administer fellowship calls. This includes, but is not limited to, liaising with ULMs, managing applicant lists, responding to queries, processing applications on Flexi-Grant, and administering review panels.
- Coordinate the onboarding and exiting of fellows and organise induction days and helpful resources 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.
- Working with the Fellowships Manager, develop, circulate and maintain useful documents and resources to support Fellows as they engage with the Institute.
- Develop and maintain a fellowship process manual to document agreed processes, guidance notes and Institute-wide best-practice.
- Support the Academic Engagement Manager in the administration of the Interest Groups and Theory and Method Challenge Fortnights initiatives as required.
- Support the wider Academic Engagement team as required and undertake any other duties from time to time as specified by the Senior Academic Engagement Manager.

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.

The Alan Turing Institute

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		
Experience in the research-focused environment in Higher Education	E	A & I
Experience of working co-operatively and effectively with university professional services staff	E	A & I
Ability to work flexibly, under pressure, balance competing priorities/workloads and to tight deadlines in a fast-paced environment	E	A & I
Pro-activity, demonstrating a high degree of initiative	E	A & I
Demonstrable success working on projects across many teams and with multiple stakeholders	E	A & I
Experience coordinating and administering application processes	D	A
Experience coordinating and supporting project financial and contract management processes	D	A
Communication		
Strong interpersonal skills: the ability to form and maintain relationships with a wide range of stakeholders	E	A & I
Excellent written, verbal and listening skills with the ability to communicate effectively to a wide range of people	E	A & I
Liaison and Networking		
Undertakes active collaboration and promotes a positive image of the Institute	E	A & I
Participates in networks to share knowledge and information in order develop practice and help others learn about the Institute	E	A & I
Service Delivery		
Has up to date knowledge of processes and procedures and provides prompt and accurate service	E	A & I
Decision Making		
Recommends and advises on available options for decisions that affect operational processes, taking into account any risks	E	A & I
Planning and Organising		

Excellent organisational skills combined with a strong attention to detail	E	A & I
Other Requirements		
Basic knowledge of data protection legislation	E	A
Commitment to EDI principles and to the Organisation values	E	I
Previous experience in the use of Microsoft Office 365 packages including Teams, SharePoint, Outlook, Word, Excel and PowerPoint	D	A
Previous experience of CRM and purchase management (finance) software	D	A

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 Rules of the Game

Respect – We treat everyone with respect, dignity and kindness and acknowledge the experiences, skills and contributions of others.
Trust - We communicate openly and honestly to support an environment where we have trust in each other.
Transparency – We seek to ensure that everyone understands the how and the why of our decisions and actions. We take on board to feedback when those decisions are challenged.
Inclusivity – We are committed to continuously learning how to be more inclusive by listening to those facing barriers.
Leadership – We recognise creating an inclusive, diverse and equitable institute requires leadership from all. We stand up and speak out when change is needed.
Integrity – We recognise that how we work is as important as our outputs and seek to exemplify best practice in all our decisions.

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: 28TH SEPTEMBER AT 23.59, depending on the number of applications we could be interviewing shortlisted candidates before the closing date. We reserve the right to close this advert once we have found a suitable candidate.

TERMS AND CONDITIONS

This full time post is initially offered on a one year fixed term basis. The annual salary is £28,000-£29,000 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 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***.***