

The Alan Turing Institute

ACADEMIC ENGAGEMENT 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.

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. All of these areas are anticipated to expand further as the Institute matures.

[Interest Groups](#) enable researchers to gather around shared areas of interest in data science and AI with the aim of sharing ideas and knowledge, sparking new ideas for research collaboration and projects and to communicate emerging scientific concepts to the wider Institute and beyond.

[Theory and Method Challenge Fortnights](#) are two-week events where teams from university partners and external institutions collaborate to begin to tackle foundational challenges in data science and AI. Each event focuses on tackling a specific theoretical or methodological challenge that has the potential to impact data science and artificial intelligence at a fundamental level.

ROLE PURPOSE

Reporting to the Senior Academic Engagement Manager, this new role will principally manage and coordinate the Institute's Interest Groups and Theory and Method Challenge Fortnights (TMCF) initiatives, both of which are anticipated to grow and develop further as the Institute matures.

The postholder will work closely with various teams across the Institute to develop both initiatives. This includes, but is not limited to, Communications and Engagement, Programme Management, Finance, Legal and the University Liaison teams. They will work closely with the Theory and Method Challenge Fortnights Lead for the delivery of TMCF.

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The role is an excellent opportunity for someone excited by the prospect of developing and shaping Institute processes and schemes, building academic communities, working collaboratively with colleagues across multiple Institute teams and acting as an Institute representative to external partners and researchers across the UK.

DUTIES AND AREAS OF RESPONSIBILITY

Interest Groups

- Manage all elements of the Turing's Interest Groups (IG) initiative: provide updates and oversee all communication to IG organisers, ensure the website remains up to date, monitor budgets and expenditure, provide guidance and advice to IG organisers, respond to general queries from in- and outside the Institute and lead on other processes as they arise.
- Act as the primary lead between the Institute, its teams and IG organisers, and a contact point for enquiries and advice.
- Lead and manage all aspects of the application process for new IGs and support applicants as required.
- Work closely with colleagues in the Programme Management Unit and Communications and Engagement team to develop clear processes, best practice and a toolkit for IG organisers to facilitate and lead their groups.
- Working with the legal team, ensure appropriate contracts and agreements are in place for each IG.
- Organise the IG annual reporting process: manage the platform, communications, review panel and process, feedback and evaluation. Create reports for Institute committees as required.
- Oversee the expansion and development of the IG initiative, linking to the Institute's strategic aims where possible.
- Coordinate any funding made available to IGs including, but not limited to, administering funding applications and proposals, budget tracking, travel and expenses, and reporting.

Theory and Method Challenge Fortnights

- Oversee the planning and delivery of Theory and Method Challenge Fortnights (TMCF) events, ensuring they are managed to business requirements, specification, time and budget. Work with local organisers and university partners as required.
- Provide support and advice to the Theory and Method Challenge Fortnights Lead in the implementation of robust programme management processes and protocols.
- Lead the call and application process: develop the call document with the Theory and Method Challenge Fortnights Lead, coordinate promotion and communications, manage the application platform, support applicants as required and manage the voting process.
- Act as the primary lead between the Institute and TMCF Challenge Leads and guide them through the various requirements on them pre-, during, and post-event. Provide support to the challenge team on all operational and logistical matters.
- Act as primary lead and liaise with external delivery partners as required.
- Manage all post-event reporting and impact tracking and create reports for Institute committees as required.

Other Academic Engagement responsibilities

- Ensure both initiatives and wider Academic Engagement activity complies with all Institute policies – for example, Data Protection and Equality, Diversity and Inclusion – and embed best practice where possible. This includes ensuring IG organisers and TMCF Challenge leads are aware of GDPR requirements and that both initiatives are structured to support this.

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- Contribute to the wider Academic Engagement team, supporting team processes and meetings 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.

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PERSON SPECIFICATION		
Skills and Requirements	Essential (E) Desirable (D)	Tested at application(A) Tested at interview (I)
Post holders will be expected to demonstrate the following		
Education/Qualification		
Bachelor's degree or equivalent professional qualifications and / or experience	E	A
Project management qualification (PRINCE2, APM, Agile, etc)	D	A
Knowledge and Experience		
Experience of research/academic administration and an understanding of the research environment in Higher Education	E	A & I
Experience of working co-operatively and effectively with academics	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
Ability to apply judgement to complex situations	E	A & I
Demonstrable success working on projects across many teams and with multiple stakeholders	E	A & I
Experience of managing small-scale events	E	A & I
Experience coordinating and delivering application processes and administration	D	A
Experience coordinating or supporting project financial and contract management processes	D	A
Strong community building skills: the ability to bring together people from different backgrounds and disciplines to work on successful collaborations	D	A
Communication		
Strong interpersonal skills: the ability to form and maintain relationships with a wide range of stakeholders	E	A & I
Clear and effective communication skills, whatever their personal style, with and to a wide range of people and audiences at all levels	E	A & I
Liaison and Networking		
Collaborates with others to meet deadlines and objectives by ensuring dissemination of information in the right format to the right people at the right time.	E	A & I
Proactively seeks and builds relationships and participates in networks internal and external to the organisation	E	A & I
Service Delivery		

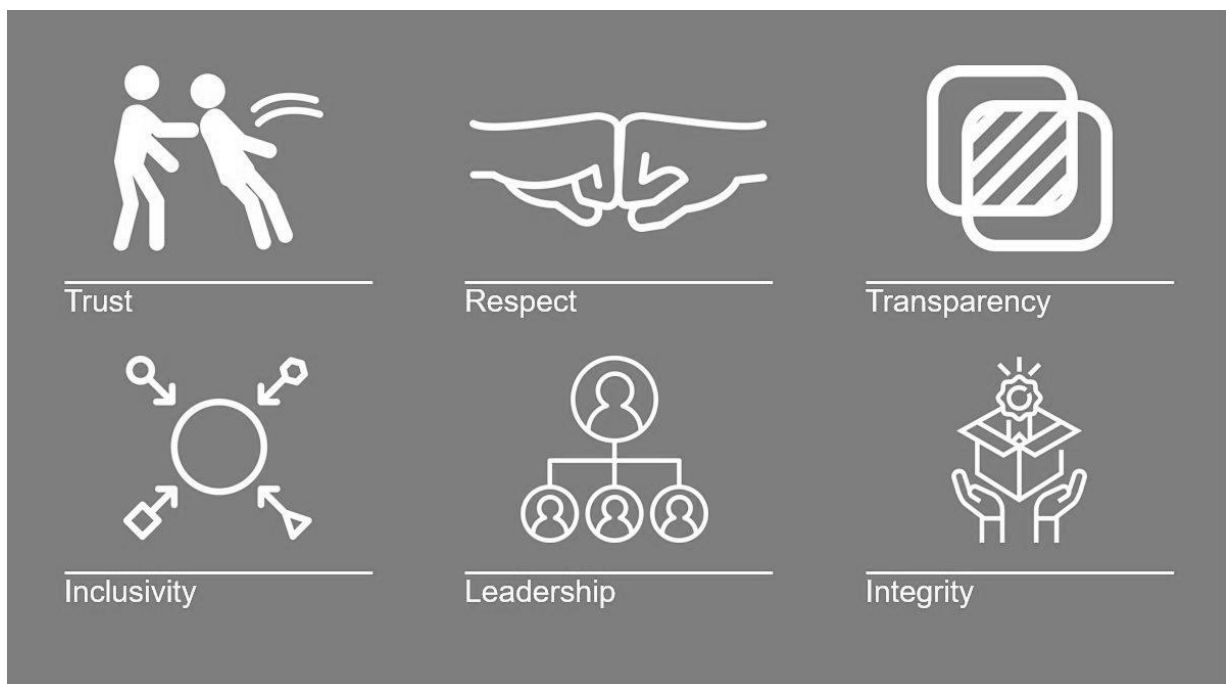
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Adapts services and systems to meet the Institute's needs and identifies ways of improvement.	E	A & I
Decision Making		
Able to Independently makes decisions and also works with others to make collaborative decisions.	E	A & I
Recommends and advises 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
Team Development		
Produces and provides support, advice, training and feedback to help team members work more effectively	E	A & I
Undertakes and evaluates regular staff performance reviews and appraisals. Deals with any performance issues, identifying appropriate developmental activity, where appropriate, to ensure individuals meet the needs and expectations of their role.	E	A & I
Plans and generates training and development opportunities to meet team members' current and future learning needs, evaluating outcomes and putting learning into practice.	E	A & I
Other Requirements		
Commitment to meeting deadlines	E	I
Flexible attitude towards work	E	I
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 [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 £35,000-£40,000 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 team 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.