The Alan Turing Institute

CONTRACTS 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

Programme Management

The Alan Turing Institute has ten Programmes of scientific research in key areas of AI and data science, each led by a Programme Director. There are also a small number of significant programmes of activity which sit across several research Programmes.

This role sits within the Institute's Programme Management directorate, which is responsible for the management and delivery of these programmes in support of the senior academic Programme Directors. The team oversees millions of pounds of data science and AI research, training and knowledge exchange programme initiatives in these programmes, ensuring they are managed to business requirements, specification, time and budget.

Programme Management works closely with Legal team to ensure appropriate contracts are in place for all programme activity, and there are two Contracts roles (Manager and Officer) within the Programme Management team to facilitate this function.

ROLE PURPOSE

The role holder will report to the Contracts Manager (role to be recruited) within the Programme Management and will work closely with the Legal Team, attending team meetings of both directorates.

Working across Programme Management, and sometimes in support of Partnership Development and Research Engineering together with Programme Management teams, you will provide specialist advice and guidance on aspects of contracting for research activities including funding agreements, collaboration agreements and partnerships, predominantly relating to the Institute's contract template tool-kit.

Programme and project managers take a lead on issuing contracts, completing standard fields and schedules, organising signatures, storing executed copies in relevant files – the Contracts Officer and Manager roles support these individuals in providing advice where required, signposting to appropriate templates, reviewing incoming agreements, drafting, providing advice on specific clauses or areas (e.g. IP) and in contract negotiation (both in and outbound), escalating to the Legal team as appropriate.

The teams work together to balance responding to reactive workload with building professional relationships with key internal and external partners.

DUTIES AND AREAS OF RESPONSIBILITY

- Provide specialist advice and guidance with regard to research agreements and commercial contracts for services supporting research working with relevant Institute staff and stakeholders. The caseload will include, but is not limited to; funding agreements and collaboration agreements for research with universities, partnership agreements, grants, public sector and/or charity-funded awards in and out, as well as other ad hoc support.
- Based on Legal team contractual mechanisms guidance documentation, advise colleagues on contractual mechanism options, signposting to appropriate templates
- With the Contracts Manager, act as point of contact to triage contracts queries to ensure they are dealt with and escalated accordingly.
- Support Programme Management colleagues with amendment or completion of template agreements where requirements are more bespoke than standard completion of fields and schedules
- Support legal negotiations with clients, supppliers, and university partners
- Explain relevant contractual terms, their potential consequences and recommend solutions to academic (Programme Directors, Research Engineers and Research Data Scientists) and professional (Programme management, Partnerships development) colleagues
- Provide advice on negotiation of contractual terms, such as IP ownership and licenses, and other common clauses for negotiation
- With the Contracts Manager, ensure Programme Management colleagues log details of each contract requirement on a tracker to ensure full oversight of portfolio of agreements required, in progress and fully executed. Regularly review tracker for outstanding agreements that sit within Programme Management, monitor and chase outstanding matters as appropriate, and support, as required, to finalise these agreements.
- Confidently manage relationships with, and empathise with the priorities of, colleagues across Programme Management, Partnerships and Legal team
- Ensure adherence to Turing's contractual policies
- Undertake other duties that may be required by the Director of Programme Management or General Counsel from time to time.

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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		
LPC qualification and practical legal experience either in an in-house or law firm setting (at least 12 months but we are also very interested in individuals who have more experience for example newly qualified lawyers who are looking to develop and grow this role).	E	A
A relevant first degree including commercial or business law, or first degree with a Graduate Diploma in Law.	E	A
A relevant higher degree or equivalent practical experience that demonstrates relevant levels of knowledge and skills.	E	A
Knowledge and Experience		
Solid experience of reviewing and drafting research legal agreements.	E	A/I
Experience of working in multidisciplinary working environments.	E	A/I
Experience in managing Higher Education research contracts and/or commercial research contract support.	E	A/I
Experience managing contracts with a pragmatic and risk-based approach;	E	A/I
Knowledge of processes and procedures required to deliver a high quality research contracts support function	E/D	A/I
An interest in artificial intelligence and data science.	D	I
An interest in or experience of working in an innovative, friendly and collaborative environment.	D	I
Communication		
Ability to communicate and secure working relationships and develop these in a way which enables all involved to take a greater part in decision-making	E	A/I
Ability to communicate effectively, with diplomacy, with all levels of the organisation to successfully deliver initiatives/priorities.	E	A/I
Teamwork and Motivation		
Ability to work on own initiative and as part of a team.	E	A/I

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Proactive and takes ownership of work.	E	A/I
Service Delivery		
Ability to work under pressure to tight deadlines while applying quality standards to all tasks and ensuring that nothing is overlooked.	E	A/I
Planning and Organising		
Well planned and organised, both personally and as a team member, being able to break down a course of action into smaller steps and making allowance for potential problems.	E	A/I
Comfortable and capable of working across a broad portfolio of agreements, delivering short and longer-term deadlines alongside each other.	E	A/I
Initiative and Problem Solving		
Ability to work flexibly by taking account of new information or changed circumstances and modifying understanding of a problem or situation accordingly.	E	I
Able to deal effectively with unexpected situations, taking advantage of opportunities and overcoming problems.	E	I
Other Requirements		
Commitment to EDI principles and to the Organisation values	E	I

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.

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
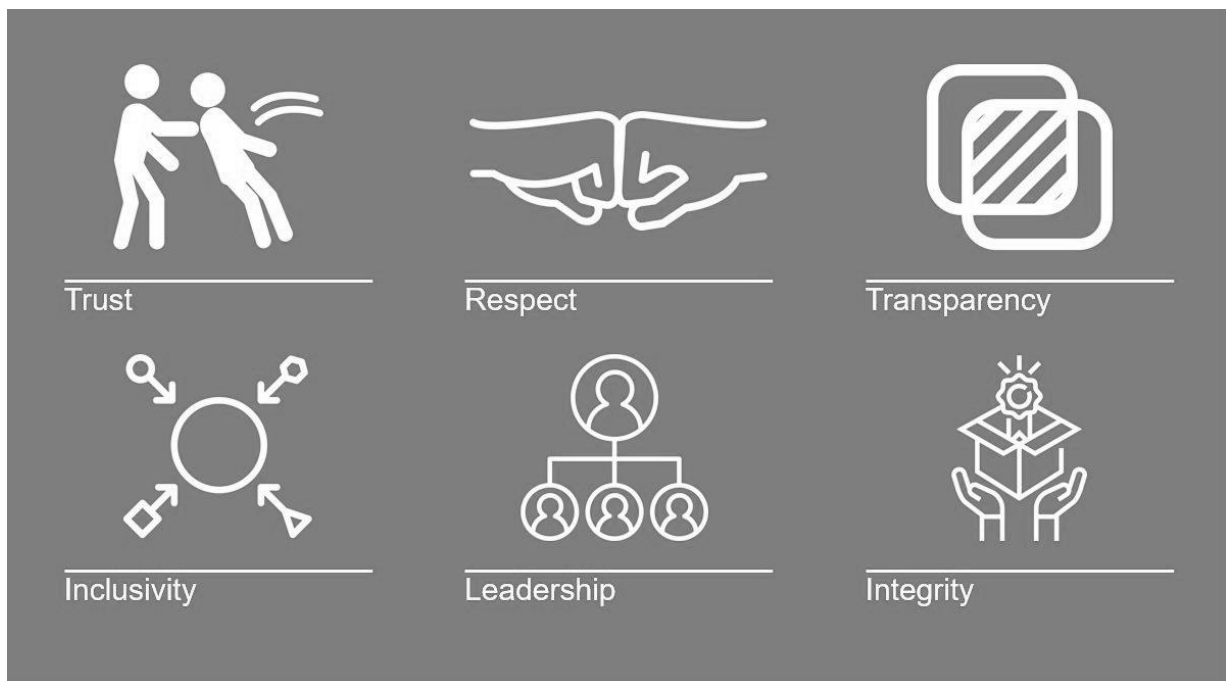
Respect – We treat everyone with respect, dignity and kindness and acknowledge the experiences, skills and contributions of others.
Trust - We communicate openly and honestly to support an environment where we have trust in each other.
Transparency – We seek to ensure that everyone understands the how 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, 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 020 3862 3575 or 0203 862 3340, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 22nd August 2021 at 23.59

TERMS AND CONDITIONS

This full time post is offered on a fixed term basis for two years, with potential to extend. The annual salary is £34,510-£37,000 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.

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*.*