

# The Alan Turing Institute

## Data Study Group Coordinator

### 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

Data Study Groups (DSG) are the Turing's version of a hackathon, yet much more collaborative in nature. DSG events are held a number of times over a year. They provide an engagement tool for postgraduate students and above (participants), as well as industry, government and third sector (Challenge Owners, CO) to engage with the Turing Institute. For participants it is a training activity, primarily peer to peer learning, where they get to work on real-life data science problems. For COs, it is an entry level engagement tool to working with the Turing, with our objective to develop the outputs of the DSG into further and bigger research projects.

DSGs require both logistical planning and data science expertise to help prepare challenges for the events, which is provided by a multidisciplinary team coordinated by the Institute. As the programme grows there is a need for an additional coordinator to manage and deliver new DSG events and associated activities.

### ROLE PURPOSE

Reporting to the Data Study Group Project Manager (DSG PM), the role will coordinate and support the delivery of Data Study Groups events, associated variants such as Data Study Group Online and DSG activities hosted by delivery partners, and supplementary activities related to DSG. Key aspects will be event planning and management, recruitment, monitoring and supporting partnering organisations and academics. This role will also provide administrative support for the broader activities in support of these events.

### DUTIES AND AREAS OF RESPONSIBILITY

- To coordinate the planning and delivery of Data Study Groups and Data Study Group variants, ensuring they are managed to business requirements, specification, time, and budget.
- Routinely monitor all activities, and liaise with the DSG PM about risks, issues, and progress, taking actions as necessary to ensure minimum impact on project deadlines

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- Advise external DSG teams in the delivery of DSG events
- Work closely with the wider DSG teams to coordinate applications, review processes for participants, DSG PIs and Challenge Owners, including but not limited to: liaising with academics, managing comms to applicants, managing applicant lists and organising review panels.
- Responsible for onboarding participants, DSG PIs and Challenge Owners including but not limited to: offers, agreements, terms and conditions, welcome emails, administrative records, mailing lists, and IT accounts
- Collect relevant data from the event and compile post event reports
- Keep a record of finances
- Maintain process manuals to document agreed processes, including incorporation of lessons learned and Institute-wide best-practice approaches
- Use EventsForce and Flexigrant for recruitment and event management
- Liaise with external partners to outline involvement in DSGs and usage of the IT systems
- Undertake any other duties from time to time as specified by the DSG PM
- Responsible for report review and publication process.
- Responsible for preparing all event materials including information packs, presentations, and event sites.
- Run logistics of Data Study Group events

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  Post holders will be expected to demonstrate the following	Essential (E)  Desirable (D)	Tested at application(A)  Tested at interview (I)
<b>Education/Qualification</b>		
Degree or equivalent level of professional qualifications and/or experience	E	A
Degree in a relevant scientific or engineering discipline, or equivalent level of professional qualifications and/or experience	D	A
Understanding of, or experience in, the research environment in HE	D	A & I
<b>Knowledge and Experience</b>		
Experience of administrative work within a higher education/academic setting	E	A & I
Experience of working co-operatively and effectively with academic and professional colleagues	E	A & I
Proven experience to use discretion and judgement when dealing with confidential and sensitive issues	E	A & I
Pro-activity, demonstrating a high degree of initiative	E	A & I
Ability to work well independently and as part of a team	E	A & I
Previous experience working with researchers	D	A & I
Previous experience of events, grant management, or other similar CRM software systems	D	A & I
Previous experience of running multi stakeholder events	D	A & I
<b>Communication</b>		
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
<b>Liaison and Networking</b>		
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
<b>Service Delivery</b>		
Has up to date knowledge of processes and procedures and provides prompt and accurate service	E	A & I

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<b>Decision Making</b>		
Recommends and advises on available options for decisions that affect operational processes, taking into account any risks	E	A & I
<b>Planning and Organising</b>		
Excellent organisational skills combined with a strong attention to detail	E	A & I
<b>Other Requirements</b>		
Commitment to meeting deadlines	E	I
Flexible attitude towards work	E	I
Commitment to EDI principles and to the Organisation values	E	I

# The Alan Turing Institute

## 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](mailto:recruitment@turing.ac.uk).

**CLOSING DATE FOR APPLICATIONS: 3<sup>rd</sup> OCTOBER 2021 at 23.59**

## TERMS AND CONDITIONS

This full time post is offered on a fixed term basis for two years. The annual salary is £26,500-£28,000 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](mailto:HR@turing.ac.uk).***