

The Alan Turing Institute

Research Project Manager, Finance and Economics

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 Finance and Economics programme works alongside industry and academia to explore how data-driven and robust AI systems can improve the resilience, transparency and stability of complex economic systems.

Our aim is to contribute to the Institute's mission – to make great leaps in data science and artificial intelligence research in order to change the world for the better – by developing research, tools, and techniques that have a positive impact on the lives of as many people as possible.

The Finance and Economics programme has four missions:

- Advance research to enable the operationalisation of ethical principles required for responsible adoption of AI in the financial system
- Advance research to enable monitoring of the economy in real-time, and to provide actionable intelligence for policymakers and industry
- Support the alignment of the financial system with the goals of global sustainability
- Promote the fair distribution, across industry and society, of the benefits of AI and data science within finance and economics

The programme is led by Programme Director, Professor Lukasz Szpruch.

ROLE PURPOSE

This role will co-ordinate and support work within the Finance and Economics programme. It will include managing a portfolio of high impact research projects, as well as overseeing, planning, organising and communicating the activities generated by those projects. In addition to research project management, the roles will also work with industry partners and stakeholders to ensure the successful delivery of a broad range of complementary partnership workstreams.

The post holder will work with the Programme Director, Programme Manager, academic researchers and industry partners to coordinate each research project from concept to implementation; this will involve understanding the resource

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requirements for each project, drawing up detailed financial plans, coordinating funding applications, negotiating funding or collaboration contracts, agreeing on clear milestones for each project, ensuring that the deliverables are completed on schedule, as well as providing regular updates to the Institute's leadership on the progress of each project.

The post holder will also coordinate the Finance and Economic programme's interactions with key stakeholders; this will involve organising meetings and workshops that bring together academic researchers, government and industry, as well as keeping a detailed record of the Finance and Economics programme's interactions with key stakeholders. The post holder will be instrumental in ensuring that the Turing's Finance and Economics programme runs smoothly and delivers on its ambitious aim to foster financial innovation and deepen our understanding of the economy, to benefit society at large.

The Research Project Manager will need to liaise closely with Institute research and operations staff, in London, at university and research centre partners, to perform their duties. They will also be expected to liaise, and build strong relationships, with our industry partners.

Management of small projects in other areas may also be required, subject to business needs.

These roles report to the Programme Manager, Finance and Economics.

DUTIES AND AREAS OF RESPONSIBILITY

Research Project Management and Delivery

- Coordinate and oversee the delivery of research projects. This will involve:
 - Working with the research teams to outline the resource requirements for each project, to support them in applying for funding (if needed), to agree on clear milestones for each project, and to ensure that the deliverables are completed on schedule;
 - Working with the Turing's finance team to draw up detailed financial plans for each project and with the Institute's legal counsel to put the right contracts in place;
 - Providing regular updates to the Institute's leadership on the progress of each project.
 - Working alongside the communications team to disseminate the findings of each project;
- Coordinate and oversee the delivery of some of the programme's events, training, and knowledge exchange initiatives. This will involve:
 - Working alongside researchers and the programme's leadership to identify a suitable format for each initiative, to shape the agenda, to create the guest list, to publicise the initiative, and to ensure that meeting minutes are taken and distributed;
- Maintain up-to-date records that enable effective monitoring, control and evaluation of the programme's research initiatives;
- Produce regular reports on activity to external partners and funders.

Programme Operations and Resources Management

- Perform resources planning and financial analysis for the programme. This will involve assisting in the preparation of the programme's budget, anticipating future staffing and operational needs, identifying potential funding sources, as well as managing the programme's office space and payment of expenses;
- Coordinate the delivery of strong programme governance. This will involve developing, writing, and editing reports and presentations for the Institute's senior leaders, Board of Trustees, and funders, which outline the programme's progress and initiatives;
- Working with the HR team, organise the recruitment of additional programme researchers or administrative staff. This will involve writing job advertisements, organising interview panels, and overseeing the onboarding process for new hires;

Provide day-to-day support to the Programme Director and programme research leadership.

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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		
Degree or equivalent level of professional qualifications and/or experience	E	A
Relevant experience in project management	E	A, I
Formal training in one or more project management processes (Scrum, Lean, Agile, Prince II, etc.) as well as familiarity with project management tools and software;	D	A
Knowledge and Experience		
Strong project management and organisational skills: the ability to plan, execute, and keep on schedule numerous projects in an organised fashion;	E	A, I
Budget management and financial processes.	E	A, I
The ability to form and maintain relationships with a wide range of people at all levels	E	A, I
Experience in managing complex research projects involving internal and external partners	D	A, I
Experience of contractual agreements for research (collaboration, funding etc.)	D	A, I
Interest in Finance and Economics and/or data- driven research	D	A, I
Experience working closely with Finance team on budget planning, reporting, reconciliations	D	A, I
Communication		
<u>Verbal Communication</u> Routinely explains more complicated non-routine matters/policies/procedures clearly by explaining technical/specialist terms commonly used in own area of work. Adapts the style of communication to the audience and ensures understanding. Occasionally, will be required to communicate more complex, specialist or conceptual information clearly and persuasively, presenting compelling arguments to influence and/or negotiate satisfactory outcomes.	E	A, I
<u>Written and electronic communication</u> Routinely required to understand, use and interpret technical/specialist terms commonly in use in own area of work and explain complicated non-routine matters/policies/procedures clearly through a range of appropriate methods and with consideration to the audience. Occasionally, will be required to explain complicated matters simply, tailor delivery methods/media to suit the audience's needs and ensure understanding. Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.	E	A, I

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Decision- Making Processes and Outcomes		
Independently make decisions which impact themselves or immediate team members. Escalate decisions where appropriate.	E	A, I
Recommend and advise on available options for decisions that affect operational processes, taking into account any risks.	E	A, I
Work with others to make collaborative decisions that may be operational or strategic and impact immediate team or work area only.	D	A, I
Initiative and Problem Solving		
Uses judgement to analyse and solve problems, and take action to prevent recurrence of problems.	E	A, I
Consider possible solutions to identify those which offer wider benefits, and obtain evidence to support thinking.	E	A, I
Service Delivery		
Accurate and up to date knowledge of Research Project Management in an Academic environment with internal and external stakeholders.	E	A, I
Adapts services and systems to meet customers' needs and identifies ways of improving standards. Learns from complaints and takes action to resolve them.	E	A, I
Proactive approach to managing stakeholders and identifying opportunities for collaboration.	E	A, I
Analysis and Research		
Designs and uses data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Understands when additional data is required and identifies appropriate sources. Produces reports that identify key issues and findings.	E	A, I
Ability to define, measure, and track key metrics for each project	E	A, I
Planning and Organising		
Ability to balance competing priorities with minimal direction while maintaining a high standard of accuracy and attention to detail	E	A, I
Other Requirements		
Commitment to meeting deadlines	E	A, I
Flexible attitude towards work	E	A, I
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.

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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 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 them on 020 3862 3575, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 28th July 2021 at 23.59

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TERMS AND CONDITIONS

This full-time post is offered on a fixed-term basis for two years. The annual salary is £35,000 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.