PROGRAMME MANAGER, AI STANDARDS

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.

There are a number of Programme Managers within the team, usually focused on one research Programme or programme of activity, but who may provide programme management capabilities and support to other projects or activities from time to time as required. Programme Managers are not permanently attached to Programmes and may be moved to other research Programmes in-line with business needs. Programme Managers may also have the opportunity to support other Programmes ad-hoc or more formally, where there is a business need.

We are recruiting a Programme Manager who will manage the delivery of the AI Standards Hub.

THE AI STANDARDS HUB AND THE PUBLIC POLICY PROGRAMME

Standards, specifications, and related documents produced by international standards development organisations (SDOs) such as ISO, IEC, IEEE, CEN-CENELC, or ETSI are set to play an increasingly significant role as governance and innovation mechanisms for AI technologies. Recent years have seen the emergence of a dynamic and complex landscape of AI standards development initiatives, accompanied by legislative and regulatory proposals that rely on standards as a mechanism for achieving their objectives.

The AI Standards Hub is a new and high profile UK initiative dedicated to this rapidly evolving space. The Hub's mission is to pursue strategic research and to engage stakeholders across industry, government, regulators, civil society, and academia with a view to shaping the direction of AI standardisation, increasing participation, and enabling the informed use of standards. Led by the Turing, in partnership with the British Standards Institution (BSI) and the National Physical

Laboratory (NPL), and supported by the UK Government, the AI Standards Hub is based on objectives set out in the National AI Strategy.

The AI Standards Hub sits within the Public Policy Programme at The Alan Turing Institute. The Public Policy Programme works alongside policymakers, regulators, and international organisations to explore how data-driven public service provision and policy innovation might help solve long-running societal problems. The Programme carries out interdisciplinary academic research on a wide variety of topics, from identifying policy priorities using agent computing to quantifying online hate speech.

ROLE PURPOSE

Programme Managers oversee and manage delivery of research projects within the designated Programme/s, within funding parameters and to meet agreed delivery milestones and impact objectives.

The post holder plans, organises and communicates the start-up of individual projects and initiatives and is responsible for oversight of ongoing activities within the Programme. Funding may originate from Research Councils, external partners and sponsors, or Turing core funding.

Programme Managers report either to a Senior Programme Manager or the Director of Programme Management and may have line management responsibility for one or more Research Project Managers.

Their relationships are broad and varied, spanning a diverse team of academic research and business staff within the Institute, together with researchers and operational and senior stakeholders within partner organisations (both university partners and funding partners).

This post holder will manage the AI Standards Hub, and coordinate interactions with key stakeholders. The successful candidate will join the team at an exciting time, helping to build this new, high-profile initiative and set it up for success. We aim to become a point of reference in the global conversation around AI standards. The post holder will not only help us lay the foundations to ensure that we will reach our goals, but also have opportunities to grow alongside the initiative.

The Programme Manager is responsible for facilitating smooth operational links with external organisations, such as the UK Government, BSI, and NPL, as well as providing operational support to The Alan Turing Institute's researchers.

The AI Standards Hub is managed within the Turing by a team led by the Institute's Head of AI Governance and Regulatory Innovation and formed of several Research Associates/Assistants and a Community Manager (to be recruited). This central team is supported by a Finance Business Partner.

The post-holder will work closely with:

- The team of researchers who are setting up the AI Standards Hub.
- External organisations, which include the UK Government, BSI, and NPL.
- The Partnership Development lead who is assigned the task of ensuring the long-term financial stability of the Hub.
- Senior Programme Managers, Research Project Managers, and researchers from within the Turing's Public Policy Programme and beyond.
- The functions in the COO's office, including Finance, HR and Recruitment, Legal, Training, Academic Engagement, Events, Communications.
- The partnerships team, who initiate and nurture non-academic partnerships, shape research projects with partners, negotiate collaborative research contracts, funding and data sharing arrangements.
- Strategic and Project Partners/Funders, who are important stakeholders in post-award delivery and where the effective relationship management and timely reporting provided by Programme Management maximise the opportunity to grow and further build partnerships.
- Universities & other research employers, to formalise how researchers will be engaged and funded, working with local Research Offices or the HR team.

DUTIES AND AREAS OF RESPONSIBILITY

- Oversee the delivery of the AI Standards Hub, incorporating cutting edge research, training, knowledge exchange, and community building initiatives, ensuring they are managed to business requirements, specification, time, and budget.
- Provide support, advice and challenge to the AI Standards Hub research leadership team in the implementation of robust programme management processes and protocols. Ensure the Programme complies with Institute policies and governance.
- Shape the operational and administrative delivery of the AI Standards Hub strategy in consultation with the Hub's research leadership. Set, implement, and regularly review Programme objectives and activities, in alignment with the Institute's strategies.
- Foster, grow, and develop the community engaging with the AI Standards Hub through activities that meet the mutual needs of the overall initiative.
- Design, organise, and facilitate innovative, inclusive events - remote and in-person - for a broad range of community members and collaborators. These can range from small group focused meetings to international workshops and conferences.
- Manage the budget for the Hub, which includes estimating proposal/project costs, forecasting, tracking actuals, and reconciliations.
- Highlight impact, outcomes, outputs of the Hub and promote its successes with stakeholders.
- Monitor all activities, review risks, issues, and progress, taking actions or escalating as necessary to ensure minimum impact.
- Deliver regular updates and communications of Programme information, highlighting risks and opportunities to stakeholders, internally and externally. Cultivate strong relationships with the Hub's stakeholders.
- Communicate topics to colleagues and external partners by preparing and presenting reports, organising and delivering presentations, and taking an active role in meetings and discussions. Communications may be synchronous or asynchronous, remote or in-person, and must be prepared at the appropriate granularity of detail for the audience.
- Coordinating the development and maintenance of innovative online resources and platforms for the AI Standards Hub.

Please note that job descriptions cannot be exhaustive, and the postholder 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		
Degree or equivalent level of professional qualifications and/or experience	E	A,I
Demonstrated interest in data science and artificial intelligence	D	A
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		
Demonstrated programme and project management and organisational skills	E	A,I
Experience managing operationally complex projects ects, involving external and internal partners	E	A,I
Budget management and financial processes; experience working with Finance on budget planning, reporting, reconciliations	E	A,I
Experience negotiating, managing and monitoring contracts	E	A, I
Experience negotiating, managing and monitoring academic research funding and research contracts	D	A
Ability to work in uncertainty, and to map out risks/benefits of potential solutions to problems arising	E	I
Structured and proactive approach to work, comfortable multi-tasking and able to re-prioritise as required	E	I
Ability to renegotiate deadlines and deliverables appropriately and seeking advice as required to maintain stakeholder buy-in	E	I
Experience negotiating, for example in service contracts or within projects, resource management, contract requirements, milestones	D	A,I
Experience coordinating website/online platform development processes	D	A,I
Experience of corporate governance and options appraisals of operating models	D	A,I
Knowledge of, or strong interest in learning about the challenges and opportunities of AI driven innovation and of standards and standard development processes.	D	A,I
Experience of line management, and matrix management.	D	A
Communication		

Excellent communication, negotiation and influencing skills at all levels with the ability to present to a diverse audience.	E	A,I
Teamwork and Motivation		
Able to work effectively as part of a team, providing support to others where required, with an approachable and flexible attitude towards work	E	A, I
Project Management and Project Delivery		
Experience of making recommendations to contribute to service improvement	E	A,I
Be aware of external factors impacting on workload and monitor resourcing requirements to continuously provide a quality service	E	A, I
Decision Making		
Ability to confidently make low-risk decisions after assessing the wider impact with the ability to contribute to discussions and make decisions as part of team	E	I
Analysis and Research		
Ability to adopt appropriate data analysis methods for the purpose and present the findings	E	A
Team Development		
Knowledge and ability to monitor and manage the performance of team members and the ability to coach and mentor others.	E	A, I
Other Requirements		
Commitment to EDI principles and to the Organisation values	E	I

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 Our Values.

Our values

Trust
We create an environment where we have trust and can be trusted

Inclusivity
We expect our Turing community to contribute to a culture that is inclusive and free of barriers

Respect
We all have different roles, priorities and challenges but our shared purpose is the same

Leadership
Leadership is everyone's business; Turing leaders set the right tone and lead by example

Transparency
Everyone should understand the how and the why of our decisions and actions

Integrity
We are all ambassadors for the Turing's mission of changing the world for the better

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 3970 2148 or 0203 862 3340, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: Monday 5th September at 23:59

TERMS AND CONDITIONS

This full time post is offered on a fixed term basis until 30 September 2024. The annual salary for full time hours is £49,025 - £54,500 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