

The Alan Turing Institute

Programme Coordinator, Defence and Security

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 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 works with the Institute's Defence and Security Programme and is responsible for management of the security aspects of the Programme. This is an exciting time to join this interesting programme, which is experiencing significant growth and offers the opportunity to gain substantial professional experience in a friendly and supportive work environment.

Defence and Security Programme

The Alan Turing Institute's Defence and Security Programme has three aims – to support defence and national security agencies to keep societies and citizens safe; to protect the privacy and security of citizens, institutions and industry; and to contribute to the global good by enabling societies around the world to derive benefit and prosper from emerging technology. To achieve these aims, the programme has formed long-term strategic partnerships, with the UK Government defence and security organisations, and a range of academic and industry partners. The Defence and Security team plans, implements and manages millions of pounds of data science and AI research, and training and knowledge exchange programme initiatives, ensuring research outcomes meet business requirements, are to specification, and delivered on time and within budget.

ROLE PURPOSE

The post holder will support the delivery of programmes and key activities, including governance meetings, workshops and events, project financial management and tracking, project resources planning and tracking, and project reporting and impact capture. This position requires excellent organisational and communication skills with a particular emphasis on across-team collaboration. The post holder will support their team's interactions with the relevant research community; this will involve organising meetings and workshops that bring together academic and industry researchers and stakeholders at various government departments.

The post holder will also support the work of the programme team through the delivery of accurate and timely information, by acting as the contact point for the programme team and other internal and external teams as required. The role holder may also undertake specific projects that may include events delivery, collation and formatting of project data and project reports that summarise research activities supported or coordination of small research projects. The post holder will work

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with the Programme's scientific leadership, programme management staff, academic researchers, and industry partners to coordinate each research project or workstream from concept to implementation.

The Programme Coordinator will need to liaise closely with Institute research and operations staff, in London at the Institute headquarters, and at university and research centre partners, to perform their duties. Coordination of small projects in other areas may also be required, subject to business needs. The role will support the work of Research Project Managers, Programme Managers and Directors.

DUTIES AND AREAS OF RESPONSIBILITY

Support the effective development and robust delivery of new and existing projects, by:

- Support delivery of key activities including senior meetings by coordinating distribution of relevant board papers, communicating details to attendees, taking minutes, and booking rooms/catering/setting up video conference functionality for meetings as needed.
- Act as the first point of contact for enquiries relating to the Programme for the Institute, including managing and answering queries from stakeholders in a timely and professional manner, maintaining distribution lists, producing, and circulating newsletters and updating the Programme web pages.
- Financial administration, including processing of expenses, raising purchase orders, invoice tracking, and working with the Finance team and programme team members.
- Support delivery of events and communication and engagement activities with external stakeholders
- Arrange visits from external organisations whilst delivering to high standards, maintaining, and enhancing the reputation of the Institute's programmes and projects.
- Ensure all relevant documentation is maintained and aligned with best practice, including ensuring the CRM database of project records is kept up-to-date and managed effectively.
- Coordinating information across projects and programmes to be used in reporting, presentations and newsletters for funders and other external stakeholders. Support the collation of internal and external progress reports.
- Liaise with internal departments and maintain good internal relationships to ensure the project has the appropriate cross-departmental support.
- Take initiative in problem-solving challenges as they arise in close collaboration with the project management team.
- Pro-actively support the Programme team including managing team meetings, identifying challenges and solutions, and having an interest in furthering the success of the Programme.

Additional Responsibilities:

- Delivery of other projects or activities, as required by the programme management team, which may include small events coordination and delivery with colleagues, liaison with internal and external contacts all to support the work at the Alan Turing Institute.

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.

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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 in a relevant discipline, or equivalent level of professional qualifications and/or experience.	D	A
Knowledge and Experience		
Experience in providing pro-active administrative or coordinator support.	E	A, I
Demonstrated proficiency in working with standard office IT applications, such as Microsoft Word and Excel.	E	A
Experience with accessing and modifying data within in-house systems.	E	A, I
Experience in project administration in a variety of environments.	E	A, I
Demonstrated proficiency with CRM systems or related management tools.	E	A, I
Experience working within a higher education or research focussed environment.	D	A
Communication		
Excellent written, verbal and listening skills with the ability to communicate effectively to a wide range of people.	E	A, I
Possess clear and straightforward communication skills with the ability to advise on policies and procedures used in own area.	E	I
Service Delivery		
Ability to understand stakeholders' requirements and provide a high level of service when responding to queries.	E	I
Ability to work independently and as part of a team to meet Programme objectives.	E	I
Planning and organising		
Prioritise own workload effectively and work to deadlines.	E	I
Guide others by presenting options and choices to inform their decision making.	D	I
Initiative and Problem Solving		
Ability to follow procedures and resolve routine problems.	E	I
Ability to analyse and resolve problems and take steps to prevent future recurrence.	E	A, I
Work environment		
Awareness of relevant health and safety policies and practices.	D	A
Other Requirements		

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Commitment to EDI principles and to the Organisation values.

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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 Our [Values](#).



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: SUNDAY 7 JULY 2024 AT 23:59 (LONDON, UK BST)

We reserve the right to close this vacancy early or to interview suitable candidates before the closing date if enough applications are received.

TERMS AND CONDITIONS

This full-time post is offered on a fixed term basis for 18 months. The annual salary is £30,092 plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>. This post requires an immediate start, taking into consideration notice period.

The successful candidate will be required to undergo a pre-screening check. This check will be carried out by HMG Defence and Security Partners. Please be advised, by submitting your application you are consenting to this check,

and your personal details (full name, date of birth and home address) to be passed onto our HMG Defence and Security Partners to carry out this check.

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.