

# The Alan Turing Institute

## PROGRAMME COORDINATOR – NETWORKPLUS, DIGITAL TWINS

### 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 a number of 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 and Principal Investigators. 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, Research Project Managers, and Coordinators within the team, usually focused on one research Programme or programme of activity, but who may provide programme and project management capabilities and support to other projects or activities from time to time as required. Members of the team are not permanently attached to programmes and may be moved to other research programmes in-line with business needs, and may have the opportunity to support other programmes, both ad-hoc or more formally.

#### Digital Twinning NetworkPlus

Following the recent award of a UKRI funded Digital Twin NetworkPlus award, with a programme duration of 5 years, the Alan Turing Institute is seeking to appoint a Programme Coordinator to support the activities of the network. The NetworkPlus is led by Professor David Wagg, Infrastructure Co-Director at the Turing Research & Innovation Cluster in Digital Twins), with the aim to establish an inclusive, diverse & multi-disciplinary UK wide community that will transform the UK's national capability in digital twinning.

The objectives of the NetworkPlus are to:

- 1) Facilitate knowledge exchange and stimulate new cross-disciplinary collaborations & innovations for digital twins.
- 2) Accelerate the development of underpinning academic research that is needed to develop robust, resilient and trusted DTs that can operate at speed and scale.

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- 3) Articulate the challenges & help set the UK digital twin agenda via thought leadership activities.
- 4) Facilitate explorative (pilot) cross-disciplinary research projects & feasibility studies that stimulate further funding applications and opportunities relating to digital twins.
- 5) Support outreach, skills development & sustainability for digital twin technology.

## ROLE PURPOSE

The Programme Coordinator will provide the administrative support & coordination of the NetworkPlus as required and support the Principal Investigator (PI) (Professor David Wagg) and Programme Manager in effectively managing the project and overall delivery of the NetworkPlus.

The post-holder will have responsibility for facilitating smooth operational links between the all the project partners and reports into the Programme Manager. This includes close working within The Alan Turing Institute to deliver high-quality engagement workstreams, and knowledge exchange in digital twins, data science and AI.

The key purpose of this role is to support the PI and leadership team, coordinate engagements with stakeholders, administer funding calls, deliver events, facilitate communications and marketing, and coordinate timely delivery of outputs across the programme.

The Programme Coordinator will support the Programme Managers and Directors in the delivery of programmes and key activities, including programme governance meetings, workshops and events, project financial management and tracking, project resources planning and tracking and project reporting and impact capture.

The post-holder will support the programme team's interactions within the programme's research community; this will involve organising meetings and workshops that bring together academic and industry researchers and policy makers.

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

## DUTIES AND AREAS OF RESPONSIBILITY

Support the effective delivery of the NetworkPlus project, by:

- Support delivery of key activities including all project meetings & events by coordinating delivery of relevant meeting papers, communicating details to attendees, making travel and accommodation arrangements, taking minutes and booking rooms/catering/organising agendas/name badges/setting up video conference functionality for meetings as needed.
- Act as the first point of contact for enquiries relating to the project 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 NetworkPlus web pages & social media.
- Financial administration, including processing of expenses, raising purchase orders, invoice tracking, working with the Finance team and programme team members, and submitting information to funding body databases, for example via ResearchFishBe.
- Support delivery of events, and communication and engagement activities with external stakeholders.
- Arrange visits from external organisations and delivering to high standards, maintaining and enhancing the reputation of the Institute's programmes and projects.
- Ensure all relevant documentation is maintained to a high standard and keep accurate records, including the CRM database of project records is kept up-to-date and managed effectively.
- Coordinating information across projects and programmes to be used for 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 collaboration with the project management team.

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- Pro-actively support the programme team including supporting the PI and other senior team members in managing team meetings, identifying challenges and potential solutions.
- Maintenance of project websites and social media accounts, using the Alan Turing Institute Content Management Systems.
- Willing to travel in the UK and possibly internationally to ensure successful delivery of outputs including coordination and delivery of dedicated workshops and events for the NetworkPlus project.

## Additional Responsibilities:

- Delivery of other projects or activities, as required by the programme management team, that 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)
<b>Education/Qualification</b>		
Degree in a relevant discipline, or equivalent level of professional qualifications and/or experience	D	A
5 GCSEs grades A-C, or equivalent, including Maths and English.	E	A
<b>Knowledge and Experience</b>		
Experience of providing pro-active administrative or coordinator support	E	I
Proficiency with standard office IT applications, such as Microsoft Word and Excel, as well as the ability to learn how to access and modify data within in-house systems	E	A
Demonstrable project administration experience in other similar environments	E	A
Proficiency with CRM systems or related management tools	E	A
Experience with financial administration and processes, including expenses and purchase orders	E	A
Experience working within a higher education or research focussed environment	D	A
Experience of supporting UK Research Council funded research activities, including related online resources such as Je-S and ResearchFish.	D	I
Experience of working with industry-academia research consortia.	D	I
An awareness of relevant health and safety policies and practices	D	A
<b>Communication</b>		
Excellent written, verbal and listening skills with the ability to communicate effectively and professionally with a wide range of people.	E	I
Possess clear and straightforward communication skills with the ability to advise on policies and procedures	E	A/I
<b>Service Delivery</b>		
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	A
<b>Planning and Organising</b>		

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Experience prioritising own workload effectively and working to deadlines.	E	I
Guides others by presenting options and choices to help inform their decision making.	D	A
<b>Initiative and Problem Solving</b>		
Able to follow procedures and resolve routine problems	E	I
Able to analyse problems and take proactive steps to prevent future recurrence	E	A/I
<b>Other Requirements</b>		
Commitment to EDI principles and to the Organisation values	E	I

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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](#).

### 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 3862 3546 or email [recruitment@turing.ac.uk](mailto:recruitment@turing.ac.uk).

**CLOSING DATE FOR APPLICATIONS: 29 August 2023 23:59**

*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 permanent basis. The annual salary is £29,216 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.

We are committed to making sure our recruitment process is accessible and inclusive. This includes making reasonable adjustments for candidates who have a disability or long-term condition. Please contact us at [adjustments@turing.ac.uk](mailto:adjustments@turing.ac.uk) to find out how we can assist you.

***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).***