

# The Alan Turing Institute

## PROGRAMME MANAGER

### 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 focussed 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, and may have the opportunity to support other programmes, both ad-hoc or more formally.

### Finance and economics

The Finance and Economics programme brings together a unique blend of world-class, multi-disciplinary, expertise in order to enable a more inclusive and productive digital economy. Our vision is to foster financial innovation and deepen our understanding of the economy to the benefit of society at large.

## 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.

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.

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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 [FAIR programme](#), and coordinate interactions with key stakeholders. The successful candidate will join the team at an exciting time, helping to build this new, high-profile programme and set it up for success.

FAIR aims to advance research and to develop the practical and scalable solutions needed to fully realise the transformational benefits of responsible adoption of AI across the financial services industry. The programme will drive innovation that maintains public trust and meets regulatory expectations whilst acting as a beacon for responsible AI adoption across the UK financial services industry and globally. 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 programme.

The Programme Manager is responsible for facilitating smooth day-to-day stakeholder relationships and operational links with external organisations and partners, such as UKRI and HSBC, as well as providing operational leadership and support to The Alan Turing Institute's researchers and managing one or more project managers.

The post-holder will work closely with:

- The Senior Programme Manager and wider programme management team, including a Research Project Manager who this role will manage.
- The scientific leads of the programme, who may be programme directors, Principal Investigators and Co-Investigators, and who rely on programme management services.
- The Partnerships team, who initiate and nurture non-academic partnerships, shape research projects with partners, negotiate collaborative research contracts, funding and data sharing arrangements.
- The Impact Lead, who will guide the development of the programme's impact plan.
- The functions in the COO's office, including Finance, HR and Recruitment, Legal, Training, Academic Engagement, Events, Communications.
- Strategic and Project Partners/Funders, including UKRI, HSBC, Accenture and the FCA
- External organisations and stakeholders, including organisations in the wider financial and regulatory ecosystem.
- Universities and other research employers, to formalise how research collaborators will be engaged, working with local Research Offices or the HR team.

## DUTIES AND AREAS OF RESPONSIBILITY

- Oversee the delivery of the FAIR programme, incorporating cutting edge research, stakeholder engagement, and community building initiatives, ensuring they are managed to Institute and funder requirements, specification, time, and budget.
- Provide support, advice and challenge to the FAIR research leadership team in the implementation of robust programme management and governance processes and protocols. Ensure the Programme complies with Institute policies and governance and funder requirements.
- Shape the operational and administrative delivery of the FAIR programme in consultation with research leadership. Set, implement, and regularly review Programme objectives and activities, in alignment with the Institute's strategies and funder requirements.
- Work with the Partnerships Development Lead to develop the programme's funder and partner pipeline and support the development and delivery of partner engagement strategies and account plans.
- Foster, grow, and develop the community engaging with the FAIR programme through activities that meet the mutual needs of the overall initiative and the interests of stakeholders from the financial services industry, the regulators, academia and beyond. These can range from blogs, podcasts and seminars to large-scale workshops and conferences.
- Work with the Turing's Impact Lead to design the programme's pathway to impact, and promote successes with stakeholders.
- Deliver regular updates and communications of programme or project information, including managing formal reporting requirements, highlighting risks and opportunities to stakeholders, internally and externally.
- Manage the budget for the programme, which includes estimating proposal/project costs, forecasting, tracking actuals, and reconciliations.

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## Other duties

- Other duties within the scope and scale of the role, in response to business requirements and direction of the Line Manager and/or Director of Programme Management

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 or equivalent level of professional qualifications and/or experience	E	A
A demonstrated interest in data science and artificial intelligence	D	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
<b>Knowledge and Experience</b>		
Demonstrated programme and project management and organisational skills	E	A I
Experience managing multi-disciplinary projects, involving external and internal partners;	E	A I
Experience of managing complex projects and programmes in or with an academic environment;	E	A I
Experience working with Finance on budget planning, reporting, reconciliations;	E	A I
Experience negotiating, managing and monitoring contracts;	E	I
Experience negotiating, managing and monitoring academic research funding and research contracts;	D	I
Experience facilitating research using sensitive data, including an understanding of information governance requirements;	D	A I
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;	D	I
Experience of corporate governance and options appraisals of operating models	E	A I
Experience with research governance structures and research ethics processes;	D	A I
Experience of line management, and matrix management.	E	A I
Experience of planning and delivering engagement activities and working with communications functions	E	A I
<b>Communication</b>		
Ability to communicate complex information clearly and persuasively to diverse audiences	E	I
Excellent communication, negotiation and influencing skills at all levels	E	A I

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<b>Teamwork and Motivation</b>		
Ability to coach and mentor others.	<b>E</b>	<b>I</b>
Ability to monitor and manage the performance of team members	<b>E</b>	<b>I</b>
<b>Project Management and Project Delivery</b>		
Experience of making recommendations to contribute to continual improvement	<b>E</b>	<b>I</b>
Aware of external factors impacting on workload and monitor resourcing requirements	<b>E</b>	<b>I</b>
<b>Decision Making</b>		
Ability to confidently make decisions within remit after assessing the wider impact	<b>E</b>	<b>I</b>
Able to contribute to discussions and make decisions as part of team	<b>E</b>	<b>I</b>
<b>Analysis and Research</b>		
Ability to adopt appropriate data analysis methods for the purpose and present the findings	<b>E</b>	<b>I</b>
<b>Teamwork and Motivation</b>		
Able to work effectively as part of a team, providing support to others where required, with an approachable and flexible attitude towards work	<b>E</b>	<b>I</b>
<b>Other Requirements</b>		
Commitment to EDI principles and to the Organisation values	<b>E</b>	<b>I</b>

# 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 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 3533 or 0203 862 3516, or email [recruitment@turing.ac.uk](mailto:recruitment@turing.ac.uk).

## CLOSING DATE FOR APPLICATIONS: 16 April 2023 at 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 fixed term basis for 2 years. The annual salary is £51,025 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).***