

The Alan Turing Institute

PROGRAMME MANAGER – Artificial Intelligence (AI)

The Programme Manager (PM) will be working in a team of academic research and business staff within a unique scientific institution. The post holder will oversee, plan, organise and communicate the start-up and ongoing activities and functions of the Institute's AI programme, which are funded either directly by the Institute or, increasingly, with institute Partners and other sponsors. For example, existing Strategic Partners including the Lloyd's Register Foundation, Intel, GCHQ and HSBC all have research interests in AI. Additional Partners will continue to be announced in priority areas, such as AI, as the Institute continues to develop. The PM will coordinate and support multi-disciplinary teams of researchers, from across its university and other partners, with teams of varying sizes depending on the research programme.

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 400 researchers and a talented business team.

THE ROLE

The PM will lead the organisation's AI programme start-up activities and subsequently, ongoing programme management. He/she will coordinate the interaction between all programme stakeholders and sponsors, national and international partners that comprise the Institute's university partners and external research partners where appropriate. The successful candidate will ideally have experience in a similar role and will be expected to spend a significant part of their time meeting with industry sponsors/partners, other data science user organisations, and engage with relevant industry networks and other collaborative research sponsors. The PM will have an eye for spotting opportunities for developing collaborations across Turing partners' interests, particularly in cross-disciplinary research areas underpinning AI.

The PM reports jointly to the Institute's Director of Partnerships, who oversees acquisition and delivery of Partnerships for the Institute, and to Dr Adrian Weller, Programme Director for AI, whose role is to provide scientific leadership for AI research delivered through the Institute. The PM will also need to liaise closely with subsequent AI co-director(s), Institute research and operations staff, in London and at universities partners, to perform his/her duties.

DUTIES & RESPONSIBILITIES

Programme delivery

- Oversee the delivery of major AI research, training and knowledge exchange programme initiatives, ensuring they are managed to business requirements, specification, time and budget;
- Provide day-to-day high-level support to the Programme Director and co-director(s) assisting in the implementation of robust programme management processes and protocols, in line with best practice;
- Deliver programme events, such as research collaboration meetings, road-mapping workshops and seminars, and coordinate appropriate publicity;
- Routinely monitor all activities, review risks, issues and progress, taking actions as necessary to ensure minimum impact on programme deadlines;
- Maintain records that enable effective monitoring, control and evaluation of assigned programme activities;
- Where opportunities arise, work with the relevant Institute's teams to cost up research proposals and bids;

Operations and resources management

- Perform strategic project resources planning and financial analysis, including assisting in preparation of budgets, to include staffing and operational needs;
- Contribute to reviewing the performance of the Research Operations team on Institute activities and maintain a continuous improvement ethos;
- Coordinate the delivery of strong programme governance, through the delivery of management and advisory board meetings, as well as required scientific and other stakeholder workshops and summits, as needs arise;
- Where appropriate, organise the recruitment of assigned project research staff ensuring timely use of resources, including office space management;
- Contribute to the assessment of Institute's service levels and the development of innovative solutions for improvement where required;

Communications and relationships management

- Direct and/or deliver communication of programme information and status to all relevant parties, providing early warning and escalation of key issues to the relevant Programme Director, co-director(s) and associated Institute senior management;
- Act as a primary contact point for all internal and external partners and ensure strong business relationship management;
- Work with Institute Partners, sponsors and researchers to ensure programme portfolio is visibly relevant and integrated into current Turing strategies and policies;
- Work with the Institute's communications team to develop powerful case studies, highlighting successful outputs and outcomes of the programme;
- Apply appropriate expertise and use judgement to ensure that partners and sponsor' needs are met;

This job description is written at a specific time and is subject to change as the demands of the Institute and the role develop. The role requires flexibility and adaptability and the post holder needs to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

PERSON SPECIFICATION

The successful candidate will have:

ESSENTIAL

Qualifications

- Degree in a relevant scientific or engineering discipline, or equivalent level of professional qualifications and/or experience;

Skills

- Exceptional project management and organisational skills combined with a strong attention to detail;
- Good analytical skills demonstrated by a structured and methodical approach;
- Ability to communicate effectively and clearly with a wide range of people and audiences at all levels;
- Solid writing, editing and presentation;
- Diplomatic, able to negotiate and apply judgement in complex areas;
- Effective decision-making;
- Proven team building and motivational skills;
- Time management, prioritisation and calmness under pressure

Experience

- Creative and effective facilitation of meetings, workshops and conferences;
- Managing multi-disciplinary research projects, involving external and internal partners;
- Liaising with external bodies including industry, government and/or NGOs;
- Risk management;
- Production and analysis of statistics and reports;
- Translating research and policy requirements into a defined project;
- Microsoft Office environment, with strong skills in MS Excel.

DESIRABLE

- Postgraduate qualification in a relevant subject (mathematical, statistics, computing or engineering sciences);
- Experience in grant writing, monitoring and evaluating proposals;
- Project management qualification (Prince II or equivalent);
- Previous experience in a similar role.

TERMS & CONDITIONS

This is a full time, fixed term post (12 months Maternity Cover) to be held at the Institute's site at the British Library, Euston Rd, London. Occasional travel nationally and internationally may be required to deliver the role. Occasional working evening and weekend hours may also be required. Secondments from university partners are encouraged. Salary for this role £45,000.

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, covering letter and contact details for your referees. If you have questions about the role or would like to apply using a different format, please contact them on 0203 862 3394 or email jobs@turing.ac.uk.

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, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. Reasonable adjustments to the interview process can also be made for any candidates with a disability. Happy to talk flexible working.

Please note all offers of employment are subject to continuous eligibility 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.