

The Alan Turing Institute

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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.

PROGRAMME MANAGER/SENIOR PROGRAMME MANAGER

You 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 Health programme.

Turing's Health and Medical Sciences Programme

Professor Chris Holmes is the Director for this major programme of research into the theory and methods of AI, statistics, and data analytics underpinning medical and health applications that will enable scientists to do better science, without compromising respect for privacy and patient trust. Using data-driven innovation in AI and statistical science, the programme aims to accelerate the scientific understanding of human disease and improve human health. The Health and Medical Sciences Programme has a number of partnerships, working across the NHS and government, charities and foundations, and industry.

The post holder will lead a growing team of Project Managers and Researchers. The team delivers high-quality research projects, research programmes, training, and knowledge exchange in data science and AI.

The role reports to the Institute's Director of Programme Management and will work closely with:

- The Director of Health and Medical Sciences Programme, who provides scientific leadership for the programme
- Senior Programme Managers, Programme Managers, Research Project Managers and researchers across Turing Programmes.
- The functions in the COO's office, including Finance, HR, Legal, Training, Academic Engagement, Events, Communications.

DUTIES & RESPONSIBILITIES

- Oversee the delivery of millions of pounds of data science and AI research, training and knowledge exchange programme initiatives, ensuring they are managed to business requirements, specification, time and budget
- Provide support, advice, and challenge to the Programme Director in the implementation of robust programme management processes and protocols
- With the Programme Director, Deputy Programme Director and other colleagues, shape the programme strategy and set, implement, and regularly review programme objectives and activities, in alignment with the Institute's strategies
- Foster, grow and develop the research community engaging with the programme through activities that meet the mutual needs of the programme and the research community
- Manage the budget for the programme, which includes estimating proposal/project costs, forecasting, tracking actuals, and reconciliations.
- Highlight impact, outcomes, outputs of the programme and promote its successes with stakeholders
- Monitor all activities, review risks, issues and progress, taking actions or escalating as necessary to ensure minimum impact on programme
- Deliver regular updates and communications of programme information, highlighting risks and opportunities to stakeholders, internally and externally
- Cultivate strong relationships with programme stakeholders

For appointments at the senior level:

- Responsible for the team performance management and professional development
- Provide leadership and direction to the team, resolving escalated issues
- Provide managerial oversight & quality control, ensuring compliance with Institute policies and governance and maintaining high standards of programme management services
- Be the trusted and single point of contact for the Health Programme, representing the Programme Director at internal and external meetings
- Support Director of Programme Management with strategic planning and financial analysis, such as staffing needs and budget preparation
- Support Director of Programme Management with process improvements and standardisation within the team and with other teams across the Institute, including a transformation of supporting tools and platforms

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

- Degree or equivalent level of professional qualifications and/or experience
- Experience managing multi-disciplinary projects, involving external and internal partners
- Clear and effective communication skills, whatever their personal style, with and to a wide range of people and audiences at all levels;
- Stakeholder management, involving regular liaison with external bodies including funding bodies, industry, government and/or NGOs;
- Budget management and financial processes

- Production and analysis of reports
- Significant experience in leading and managing a team
- Experience in facilitating research using sensitive health data, or other sensitive data, information governance, and familiarity with the Caldicott Principles.

For appointments at the senior level candidates must have:

- Significant experience in leading and managing a team and experience managing managers, ie: managing people who themselves manage people
- Experience managing and monitoring academic research funding and research contracts
- Previously delivered extraordinary results as a Programme Manager, with significant project management and programme office expertise

DESIRABLE

- Ability to apply judgment to complex situations
- Experience in grant writing, monitoring and evaluating proposals
- Creative and effective facilitation of meetings, workshops and conferences;
- Ability to translate ideas into a defined project;
- Experience working with Finance teams on budget planning, reporting, reconciliations
- Experience with research governance structures and research ethics reviews
- Experience negotiating, for example in service contracts, resource management, contract requirements, milestones
- Experience managing and monitoring academic research funding and research contracts

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 recruitment@turing.ac.uk

Reasonable adjustments to the interview process can also be made for any candidates with a disability.

TERMS & CONDITIONS

The salary for this role is £45,000 at the Programme Manager and £55,000 for the senior level. This is a full time, permanent post 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 of suitable staff from relevant organisations (business, universities, government or charities) are welcome. A competitive benefits package is also available, please ask if you would like further details.

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.