

The Alan Turing Institute

RESEARCH PROJECT MANAGER for TOOLS, PRACTICES & SYSTEMS

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 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 and Research Project Managers within the team, usually focussed 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. Programme managers and Research Project 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.

Research Programmes

The [Tools, Practices and Systems](#) (TPS) programme at the Turing represents a cross-cutting set of initiatives which seek to build open source infrastructure that is accessible to all, and to empower a global, decentralised network of people who connect data with domain experts.

The TPS community are particularly invested in the processes of how collaborative teams work together to build something "greater than the sum of its parts". Effective, inclusive project management is necessary for researchers to work in interdisciplinary spaces. The post holder's influence will be felt across all phases of the research lifecycle: stakeholder engagement, project design, data management, responsible research and innovation, and open communication of reusable outputs.

At the end of 2018, the Alan Turing Institute was awarded a five-year £38.8 million research programme through UKRI's [Strategic Priorities Fund](#). [AI for Science and Government](#) (ASG) is delivered in partnership with the Engineering and Physical Sciences Research Council (EPSRC) and in collaboration with a number of other research councils. The research activities support UK priority areas which are nested within existing Institute [programmes](#) and

aims to deploy AI and data science through six themes, as well through cross-theme activity. A number of TPS projects are supported through the ASG programme.

ROLE PURPOSE

A Research Project Manager at the Turing coordinates the implementation and delivery of advanced data science, AI and modelling research projects, and research engineering innovations in data, software and collaborative practices. The Alan Turing Institute is looking to appoint a Research Project Manager to coordinate and support work across the Tools, Practices and Systems programme. The Research Project Manager (TPS) will play a central role in assisting with the overall facilitation of delivery of projects across the TPS programme. We anticipate that the postholder will need to embody the values of *reliability*, *collaboration* and *initiative* in addition to their commitment to Equality, Diversity and Inclusion as described in the Turing's EDI Principles and Values (below).

The post holder will work with the programme's scientific leadership, programme staff, project leads, and academic researchers, to reliably coordinate each research project from concept to implementation. This will involve understanding the resource requirements for each project, drawing up detailed financial plans, coordinating funding applications, negotiating funding or collaboration contracts, agreeing on clear milestones for each project, ensuring that the deliverables are completed on schedule, as well as providing regular updates to the Institute's leadership on the progress of each project.

The postholder will coordinate the programme's collaborations with the science research community; this will involve organising meetings and workshops that bring together academics and policy makers. The postholder will be instrumental in ensuring that the Turing's TPS programme runs smoothly and delivers on its ambitious aims.

As a member of *The Turing Way* project, the postholder will have the opportunity to learn or develop technical software engineering and data management skills, and to share their expertise in project design, transparent governance, and effective communication across diverse teams.

The post holder will work within the TPS programme team comprising the TPS Programme Director, Dr Kirstie Whitaker, TPS Senior Researchers and the TPS Programme Manager, to ensure the delivery of the programme outputs and the achievement of the outcomes.

The Research Project Manager will need to liaise closely with Institute research and operations staff, in London, at university and research centre partners, to perform their duties. There will be scope for them to take initiative in the management of small projects in other areas that may also be required, subject to business needs.

The role reports to the TPS Programme Manager.

DUTIES AND AREAS OF RESPONSIBILITY

Research project management and delivery

- Coordinate and oversee the delivery of research projects. This will involve:
 - Working with the research teams to ensure resource requirements for each project, are captured along with clear milestones for each project, and to ensure that any deliverables are completed on schedule.
 - Working with the ASG Programme team to support the delivery of cross-theme projects as required.
 - Working with Turing's finance team to combine project budgets and analyse monthly financial statements, reporting to the Programme Manager, and to manage POs and invoicing.
 - Working with the Turing's legal and governance teams to ensure that relevant contractual and legal agreements and processes are in place and followed, including for data sharing and ethical considerations.
 - Working alongside the communications team to disseminate information about the programme and findings of projects where appropriate.
- Coordinate some of the programme's events, training, and knowledge exchange initiatives. This will involve:
 - Working alongside researchers and the programme's leadership to identify a suitable venue for each initiative, to shape the agenda, to create the guest list, to publicise the initiative, and to ensure that meeting minutes are taken and distributed.

- Maintain up-to-date records that enable effective monitoring, control and evaluation of the programme's research initiatives.
- Coordinate the creation of the monthly TPS newsletter
- Produce and collate regular reports on activity to internal and external partners and funders.

Programme operations and resources management

- With the Programme Manager, coordinate the delivery of strong programme governance. This will involve developing, writing, and editing reports and presentations for the Institute's senior leaders, Board of Trustees, and funders, which outline the programme's progress and initiatives. As well, the role holder will be responsible for maintaining programme documentation on risks and issues and contributing to programme planning.
- Working with the HR team as appropriate, organise the recruitment of additional researchers or business team staff. This may involve reviewing job advertisements, organising interview panels, and supporting the onboarding process for new hires.
- Join *The Turing Way*. [The Turing Way](#) is an open source community-driven guide to reproducible, ethical, inclusive and collaborative data science. You are encouraged to share your expertise in project design and collaborative skills so that others can benefit. Contributions may include writing new content, reviewing existing chapters, or promoting the project to new audiences. You will be invited to attend regular co-working sessions and participate in discussions on research best practices across a project lifecycle.
- Provide day-to-day support to the TPS programme team as required.

Please note that job descriptions cannot be exhaustive, and the post-holder 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

PERSON SPECIFICATION

<p align="center">Skills and Requirements</p> <p align="center">Post holders will be expected to demonstrate the following</p>	<p align="center">Essential (E)</p> <p align="center">Desirable (D)</p>	<p align="center">Tested at application(a)</p> <p align="center">Tested at interview (i)</p>
Education/Qualification		
Degree or equivalent level of professional qualifications and/or experience	E	A
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
Knowledge and Experience		
Strong project management and organisational skills: the ability to plan, execute, and keep on schedule numerous projects in an organised fashion.	E	A/I
Budget management and general financial processes	E	A/I
The ability to form and maintain relationships with a wide range of people at all levels	E	A/I
Experience in research project management in an academic environment.	D	A
Experience in managing complex research projects involving internal and external partners.	D	A/I
Experience of contractual agreements for research (collaboration, funding etc.)	D	A / I
Demonstrable interest or experience in one or more of: data-driven research, reproducible research, open source software development, ethical research.	D	A/I
Demonstrable interest or experience in use of GitHub as a collaborative tool.	D	A/I
Experience in facilitating research with sensitive data, information governance processes, and research ethics	D	A/I
Communication		
Clear and effective communication skills (oral and written) with the ability to adapt style to suit a wide range of people and audiences at all levels	E	A/I
Project Management & Project Delivery		
Accurate and up to date knowledge of Research Project Management in an Academic environment with internal and external stakeholders	E	A/I
Adapts services and systems to meet customers' needs and identifies ways of improving standards. Learns from complaints and takes action to resolve them.	E	A/I
Proactive approach to managing stakeholders and identifying opportunities for collaboration.	E	A/I
Teamwork and Motivation		
Experience working within and across teams to deliver results	E	A/I

Strong interpersonal skills: the ability to form and maintain relationships with a wide range of people at all levels.	E	A / I
Decision Making		
Independently make decisions which impact themselves or immediate team members. Escalate decisions where appropriate.	E	A/I
Recommend and advise on available options for decisions that affect operational processes, taking into account any risks.	E	A/I
Work with others to make collaborative decisions that may be operational or strategic and impact immediate team or work area only	E	A/I
Planning and Organising		
Strong multi-tasking skills: the ability to balance competing priorities with minimal direction while maintaining a high standard of accuracy and attention to detail.	E	A/I
Initiative and Problem Solving		
Uses judgement to analyse and solve problems, and take action to prevent recurrence of problems.	E	A/I
Consider possible solutions to identify those which offer wider benefits, and obtain evidence to support thinking.	E	A/I
Analysis and Research		
Strong analytical skills: the ability to define, measure, and track key metrics for each project.	E	A/I
Other Requirements		
Commitment to meeting deadlines	E	A/I
Flexible attitude towards work	E	A/I
Commitment to EDI principles and to the Organisation values	E	I

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 020 3862 3546 or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 03 April 2022 at 23:59

TERMS AND CONDITIONS

This full time post is offered on a fixed term basis to 31st May 2023. The annual salary is £35,000-£40,000 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.

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.