

The Alan Turing Institute

RESEARCH PROJECT MANAGER, DEFENCE AND SECURITY 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 500 researchers, a rapidly growing team of in-house research software engineers and data scientists and a business team.

BACKGROUND

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, 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. The postholder will be recruited initially into the role of Research Project Manager within the Defence and Security programme.

DEFENCE AND SECURITY PROGRAMME

The Alan Turing Institute's Defence and Security has three aims – to support defence and national security agencies to keep societies and citizens safe; to protect the privacy and security of citizens, institutions and industry; and to contribute to the global good by enabling societies around the world to derive benefit and prosper from emerging technology. To achieve these aims, the programme has formed long-term strategic partnerships, with the UK Government defence and security organisations such as the Government Communications Headquarters (GCHQ), and the Defence Science and Technology Laboratory (Dstl). Current work includes research on data science fundamentals, decision support systems, cybersecurity, and privacy technology.

ROLE PURPOSE

The Research Project Manager will coordinate and oversee a portion of the Defence and security programme's portfolio of activity and research projects, support the Programme Manager to ensure projects meet business requirements and

The Alan Turing Institute

specifications, and are delivered on time and within budget. The role will include managing a portfolio of important and high-impact research projects, as well as overseeing, planning, organising and communicating the activities generated by those projects.

The post holder will work with the Programme's scientific leadership and Senior Programme Manager, academic researchers and industry partners to coordinate each research project or workstream from concept to implementation and closure.

The Research Project Manager will work closely with Institute research and operations staff both remotely, and in person in London, and coordinate with external university and research centre partners to successfully delivery assigned projects. They will be expected to liaise, and build strong relationships, with our industry partners, academic partners and funding bodies.

This role reports to the Senior Programme Manager, Defence and Security with the team consisting of four other Research Project Managers, and a Programme Coordinator, who also work across the project portfolio. The role will be aligned to a number of strategic D&S work streams.

DUTIES AND AREAS OF RESPONSIBILITY

Project Management and Delivery

- Coordinate and oversee the delivery of research projects and workstreams. This will involve:
 - Working with the research teams to outline the objectives, deliverables and resource requirements for each project, to support them in applying for funding and resource if needed, to agree on clear milestones for each project/workstream, and to ensure that the deliverables are completed on schedule.
 - Working with the Turing's finance team to draw up detailed project budgets and reports for each project, and to generate and 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.
 - Providing regular updates to the Institute's leadership on the progress of each project/workstream.
 - Working alongside the communications team to disseminate the outcomes or findings of each project/workstream;
- Coordinate and oversee the delivery of internal and external engagement activity including events, and knowledge exchange initiatives. This will involve:
 - Work with the Partnerships Team to create and manage stakeholder engagement plans.
 - Working alongside researchers, the programme's leadership, and Turing colleagues to identify a suitable format 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 where applicable;
 - Working with colleagues in marketing and communication to develop effective plans and ensure high quality delivery of communications and engagement activity.
- Maintain up-to-date records that enable effective monitoring, control and evaluation of the programme's research projects;
- Produce regular performance reports on projects for external partners and funders.
- Arranging events and workshops that bring together academic researchers, government and industry.

The Alan Turing Institute

Programme Operations and Resources Management

- Perform resource planning and financial analysis for assigned projects. This will involve assisting in the preparation of the programme's budget, anticipating future staffing and operational needs, identifying potential funding sources.
- Coordinate the delivery of strong project governance. This will involve developing, writing, and editing reports and presentations for the Institute's senior leaders, and funders, which outline the programme's progress and initiatives, as well as project board agendas, papers and minutes.
- Working with the People team, organise the recruitment of additional programme researchers or administrative staff if required. This will involve coordinating the drafting of job advertisements, organising interview panels, and overseeing the onboarding process for new hires.
- Providing day-to-day support to the Senior Programme Manager, Programme Director and programme research leadership.

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.

The Alan Turing Institute

PERSON SPECIFICATION

Skills and Requirements	Essential (E) Desirable (D)	Tested at application(a) Tested at interview (i)
Post holders will be expected to demonstrate the following		
Education/Qualification		
Degree or equivalent level of professional qualifications and/or experience	E	A
Relevant experience in project management	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
Experience in developing and managing project budgets	E	A, I
Experience working closely with a Finance team on budget planning, reporting, and monitoring	D	I
The ability to form and maintain relationships with a wide range of people at all levels	E	I
Experience in managing projects involving internal and external partners	D	A
Experience developing contractual agreements	D	A, I
Understanding of project governance processes and methods.	D	I
Interest in defence and security	D	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	I
Project Management & Project Delivery		
Adapts services and systems to meet customers' needs and identifies ways of improving standards. Learns from complaints and takes action to resolve them.	D	I
Proactive approach to managing stakeholders and identifying opportunities for collaboration	E	A, I
Decision Making		
Independently make decisions and able to escalate decisions when appropriate.	E	I

The Alan Turing Institute

Work with others to make collaborative decisions that may be operational or strategic in nature.	D	I
Planning and Organising		
Ability to balance competing priorities with minimal direction while maintaining a high standard of accuracy and attention to detail	E	I
Initiative and Problem Solving		
Uses judgement to analyse and solve problems and take action to prevent recurrence of problems.	E	I
Consider possible solutions to identify those which offer wider benefits and obtain evidence to support thinking.	D	I
Analysis and Research		
Ability to define, measure, and track key performance metrics for each project	E	A, I
Other Requirements		
Commitment to meeting deadlines	E	I

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 20 3862 3533 or 0203 862 3516, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 28th May 2023 at 23:59

TERMS AND CONDITIONS

This full-time post is offered on a fixed term basis for 3 years. The annual salary £40,950 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 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 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.