

The Alan Turing Institute

Strategy Support 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

The Office of the Director's remit is the development and leadership of the Institute's strategic short, medium and long-term plans, enabling the delivery of high-value key projects and thought-leadership activities across the Institute's data science and AI programmes and themes, in collaboration with senior internal and external stakeholders. The team ensures that the Institute is not only at the cutting edge of the most exciting developments in data science and AI, but also looks to roadmap future developments and opportunities in the field and communicate and implement these internally and externally.

ROLE PURPOSE

The Strategy Support Manager will report to the Head of the Office of the Director in the Office of the Director of the Institute. The postholder will principally lead and support the delivery of strategic projects across the Institute. He/she will also support the Private Office and policy engagement functions of the team.

This is an exciting face-paced role in a growing team and the successful candidate will have the opportunity to make the role their own depending on their interests and experience, in response with the priorities of the Institute.

DUTIES AND AREAS OF RESPONSIBILITY

Strategic Projects

- Work with the senior leaders to develop, design, deliver and implement integrated strategic planning across the Institute;
- Lead on projects of strategic importance across the Institute, such as the development of models as appropriate, undertaking both quantitative and qualitative analysis, presenting findings to senior leaders; helping to create both internal and external networks that facilitate the implementation of any recommendations drawn from the analyses;
- Contribute to the production of suitable communication pieces, such as the Institute's Researchfish submission and Annual Report.

Strategy Development

- Work with senior stakeholders to support the review and development of the Institute's Science and Innovation Strategy, through organising a series of stakeholder consultation exercises;

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- Support the scoping of any relevant strategies that need to be developed by the Institute, and work the relevant teams to develop their respective strategies and ensure that their drafting is on track and has input from the relevant stakeholders.

Policy Engagement and Private Office

- Support the coordination of submissions to government departments, agencies, parliamentary committees, and other UK and international organisations;
- Support the Institute Director in the decision-making process and intelligence gathering process;
- Undertake other duties that may be required by the Head of the Office of the Director or senior leadership from time to time.

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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>
Knowledge and Experience		
Experience in working in a multi-disciplinary strategy, policy and/or research environment	E	A,I
Good understanding of UK Government strategy and policy, especially in research, development and innovation	E	I
Ability to multitask and prioritise workloads, and operate effectively independently and show initiative, and also within a team or project environment	E	i
Experience of working in a data science and/or AI environment	D	A,I
Experience working with stakeholders across multiple sectors and managing complex inter-sectoral relationships	D	I
Experience of the higher education sector	D	A
Proficient in use of IT systems (e.g. Microsoft Office)	E	A,I
Communication		
Excellent communication skills (written and oral), including report-writing and the ability to synthesise literature clearly, quickly and accurately.	E	I
Ability to explain complex matters/policies/procedures clearly through a range of appropriate methods and with consideration to the audience.	E	I
Teamwork and Motivation		
Ability to work as a member of a team, providing support, assistance and cover when required.	E	I
Liaison and Networking		
Experience of working across an organisation and liaising with external network in order to influence developments, promote, market and build a reputation which generates benefits for the organisation as a whole.	E	A,I

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Planning and Organising		
A track record of developing policy and strategy and implementing complex programmes, including designing, organising, delivering and leading stakeholder consultation meetings.	E	A,I
Analysis and Research		
Outstanding analytical skills: a quick, questioning mind; skilled at analysis of both quantitative and qualitative data; able to summarise and synthesise recommendations for action.	E	I
Other Requirements		
Commitment to EDI principles and to the Organisation values	E	I

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.

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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 [Rules of the Game](#)



Respect – We treat everyone with respect, dignity and kindness and acknowledge the experiences, skills and contributions of others.

Trust - We communicate openly and honestly to support an environment where we have trust in each other.

Transparency – We seek to ensure that everyone understands the how and the why of our decisions and actions. We take on board to feedback when those decisions are challenged.

Inclusivity – We are committed to continuously learning how to be more inclusive by listening to those facing barriers.

Leadership – We recognise creating an inclusive, diverse and equitable institute requires leadership from all. We stand up and speak out when change is needed.

Integrity – We recognise that how we work is as important as our outputs and seek to exemplify best practice in all our decisions.

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 020 3862 3575, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 11 October 2020

TERMS AND CONDITIONS

This full-time post is offered on a fixed-term basis for two years, with the opportunity of the role becoming permanent. The annual salary is £40,000 plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

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.

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.

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.