

The Alan Turing Institute

Transformation Projects 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

Business Change at the Turing is a small team with responsibility to drive a multi-faceted programme of continual improvement activities covering both process and system improvement and implementation as well as large operational change projects and activities.

The Institute is still young however during its life we have experienced rapid growth and internal processes have been subject to constant adaptation. At this point in time the key focus for Business Change is to successfully deliver its Transformation Programme and to build resilience in our processes and systems, while supporting a culture of adaptability.

This role is responsible for the project management of a portfolio of defined projects ensuring best practice project governance and the continued and successful progress of the underlying deliverables in this ambitious transformation programme of work. This team has improvement and flexibility at its heart and a genuine passion for supporting the business in its successful growth and adaptation and a focus on proactive change management.

ROLE PURPOSE

This role sits within the Office of the Chief Operating Officer, reporting to Transformation Programme Manager.

The individual should have both project and change management experience, having worked within organisation-wide transformation or strategic programmes.

They have excellent organisational, planning and problem-solving skills, are solutions-focused, flexible and possess the ability to maintain objectivity within the role.

This individual is enthusiastic about delivering improvements through transformative projects, open to learning and has the ability to practically apply that learning. They are passionate about managing projects flexibly but with excellent project governance and change management capabilities.

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DUTIES AND AREAS OF RESPONSIBILITY

- Overall Project Management of a portfolio of the Challenge-led Science and Innovation portfolio of projects according to the pre-defined project management framework for the Transformation Programme.
- Maintain an overall and detailed view of progress against a portfolio of projects within the Transformation Programme which supports the delivery of our strategic goals in Science and Innovation in line with the Institute's new strategy. This includes projects aimed at transforming our organisation-wide operations including structure, people, processes, systems, and ways of working
- Make informed decisions within the projects to drive forward tasks and deliverables within tolerances and in consideration of programme-wide dependencies.
- Effective Risk and Issue Management to proactively uncover and resolve blockers throughout the project ensuring that the deliverables are on time, specification and within agreed budget.
- Manage shifting priorities which may result in evolving project scopes or unforeseen obstacles, and to be able to provide robust solutions.
- Stakeholder Management at various levels of seniority, including presentation of progress at Programme Board meetings and maintaining senior management narrative on progress of all projects
- Support the Transformation Programme Manager and wider programme team in a collaborative programme approach.
- Design, organise and facilitate regular project meetings to keep work packages on track and organise events to support the development and launch of projects. Documenting work package details including the delivery methods and analysing for change impact and ensuring transformation goals are met.
- Proactively manage the business change activities, including change impact assessments, business readiness tasks and BAU adoption, at a sub-project level in line with a predefined change management strategy.
- Responsible for preparing communications and engagement materials in line with the respective plans to be used throughout the Programme.
- Working closely with the Programme's Culture Lead, to identify and assess cultural changes that arise from the project deliverables.

OTHER DUTIES

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.

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PERSON SPECIFICATION		
Skills and Requirements	Essential (E)	Tested at application(a)
Post holders will be expected to demonstrate the following	Desirable (D)	Tested at interview (i)
Education/Qualification		
Degree in a relevant qualification or equivalent professional experience	E	A
Project Management qualification – e.g., Prince/Agile	E	A
Change Management qualification	D	A
Knowledge and Experience		
Experience in identifying problems, obstacles and risks and being able to provide solutions in a timely manner	E	I
Extensive experience in stakeholder management, operating at various levels and disciplines, with the ability to confidently influence	E	A/I
Experience in applying change management methodologies and principles of change management	E	A/I
Ability to project manage a portfolio of projects and effectively track progress	E	A/I
Good working knowledge of GDPR	E	I
Experience in managing organisation-wide transformation or strategic programmes	D	A/I
Previous experience of working in an academic or similar environment	D	A
Communication		
Excellent verbal and written communication skills with the ability to communicate to a range of stakeholders across all levels	E	A/I
Ability to use appropriate styles and arguments to influence and/or negotiate satisfactory outcomes	E	I
Skilled in delivering technical or complex information for diverse audiences	E	I
Confident in delivering presentations and progress updates at Programme Board meetings	E	I
Planning and Organising Resources		
Ability to prioritise and ensure that deliverables are on time and within agreed budget	E	A/I
Ability to adapt to shifting priorities and manage unforeseen obstacles to keep projects on track	E	I
Experience of identifying key priorities and making recommendations to provide service improvements	E	I

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Teamwork and Motivation		
Demonstrate a flexible approach to delivering team results	E	I
Ability to work collaboratively across teams, to drive conversations and navigate change	E	I
Decision Making Processes and Outcomes		
Ability to independently make informed decisions to drive forward tasks and deliverables	E	I
Other Requirements		
Commitment to EDI principles and to the Organisation values	E	I

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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 [Rules of the Game](#)

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. Please ensure you submit both a CV and covering letter. If you have questions about the role or would like to apply using a different format, please email recruitment@turing.ac.uk.

TERMS AND CONDITIONS

This full-time post is offered on a fixed term basis for 12 months. The annual salary is £52,000 plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

Closing date for applications is Sunday 6th August at 23:59

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.

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.