

# The Alan Turing Institute

## Research Project Manager

**Location:** The Alan Turing Institute, London

**Contract-Type:** Permanent

The Alan Turing Institute is looking to appoint Research Project Managers to work in a team of academic research and business staff within a unique scientific institution. The post holder will undertake general administration of a portfolio of projects, as well as oversee, plan, organise and communicate the activities generated by those projects. The Research Project Manager will coordinate and support multi-disciplinary teams of researchers, from across its university and other partners, with teams of varying sizes depending on the research project.

### THE ALAN TURING INSTITUTE

The Alan Turing Institute (the Institute) is the national centre for data science and artificial intelligence (AI), established in 2015 with the mission to make great leaps in research to change the world for the better.

The Institute has cross-disciplinarity at its core; we bring researchers in mathematics and theoretical computer science, statistics and machine learning, algorithms for data analytics and distributed computing, computational social science and data ethics, software engineers and industry partners, to work together in an open and collaborative environment with a shared goal to generate world-class research.

The Institute is motivated by driving impact, both through theoretical development and application to real-world problems. In our first year, we have identified eight priority domains to focus our translational research: data-centric engineering; defence and security; smart cities; computing technology; financial services; public policy; and health and well-being, with artificial intelligence informing work across the Institute.

We have attracted a broad range of strategic partnerships including the Lloyd's Register Foundation, Intel, the UK Government Defence and Security sector and HSBC. We have already announced a collaboration with a range of other partners from industry, government and NGOs, including Accenture, the Office of National Statistics (ONS) Data Science Campus and the British Heart Foundation.

We invite you to join us as we grow our research capability, supporting our goal to develop the next generation of leaders in data science and AI, shape the public conversation, and push the boundaries of this new science for the public good.

### THE ROLE

The Research Project Manager will lead the start-up of projects under a number of the organisation's Programmes and, subsequently, ongoing project management. Particular research areas they may work on include Health, Urban Analytics, Complex Engineering Systems, and Policy (including the research priorities of government departments, such as the Home Office or Ministry of Justice).

The Research Project Manager will also need to liaise closely with Institute research and operations staff, in London and at universities partners, to perform their duties.

## **DUTIES & RESPONSIBILITIES**

### *Project delivery*

- Oversee the delivery of major research, training and knowledge exchange programme initiatives, ensuring they are managed to business requirements, specification, time and budget;
- Provide day-to-day high-level support to the PI, assisting in the implementation of robust programme management processes and protocols, in line with best practice, as well as deputising for the PI as appropriate;
- Deliver project events, such as research collaboration meetings, road-mapping workshops and seminars, and coordinate appropriate publicity, ensuring meeting minutes are taken and distributed;
- Routinely monitor all activities, review risks, issues and progress, taking actions as necessary to ensure minimum impact on programme deadlines;
- Maintain up-to-date records that enable effective monitoring, control and evaluation of assigned programme activities;
- Where opportunities arise, work with the relevant Institute's teams to cost up research proposals and bids;

### *Operations and resources management*

- Perform strategic project resources planning and financial analysis, including assisting in preparation of budgets, to include staffing and operational needs, as well as manage the payment of expenses;
- Coordinate the delivery of strong project governance, through supporting the management of advisory board meetings, as well as required scientific and other stakeholder workshops and summits, as needs arise;
- Where appropriate, organise the recruitment of assigned project research staff ensuring timely use of resources, including office space management;

### *Communications and relationships management*

- Communicate project information and status to all relevant parties, providing early warning and escalation of key issues to the PI and associated Institute senior management;
- Act as a primary contact point for all internal and external partners and ensure strong business relationship management;
- Work with Institute Partners, sponsors and researchers to ensure project portfolio is visibly relevant and integrated into current Turing strategies and policies;
- Work with the Institute's communications team to develop powerful case studies, highlighting successful outputs and outcomes of the projects;

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.

## **PROFILE**

### **ESSENTIAL**

### *Qualifications*

- Degree in a relevant scientific or engineering discipline, or equivalent level of professional qualifications and/or experience;

#### *Skills*

- Exceptional project management and organisational skills combined with a strong attention to detail;
- Good analytical skills demonstrated by a structured and methodical approach;
- Ability to communicate effectively and clearly with a wide range of people and audiences at all levels;
- Diplomatic, able to negotiate and apply judgement in complex areas;
- Effective decision-making;
- Able to work on own initiative as well as proven team building and motivational skills;
- Time management, prioritisation and calmness under pressure.

#### *Experience*

- Managing multi-disciplinary research projects, involving external and internal partners;
- Creative and effective facilitation of meetings, workshops and conferences, including servicing committees with minute writing;
- Liaising with external bodies including industry, government and/or NGOs;
- Risk management;
- Production and analysis of statistics and reports;
- Translating research and policy requirements into a defined project;
- Experience of arranging events and meetings
- Microsoft Office environment, with strong skills in MS Excel.

#### DESIRABLE

- Postgraduate qualification in a relevant subject;
- Interest in data-driven research;
- Formal training in one or more project management processes (Scrum, Lean, Kanban, Prince II etc.);
- Project management tools and software, ideally GitHub;
- Previous experience in a similar role;
- Working knowledge and/or experience of administration in an HE or other public sector environment;
- Willingness to undertake further training, where appropriate.

#### **TERMS & CONDITIONS**

The salary for these roles are between £38,000 and £42,000 per annum dependent on skills and experience. 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.

#### **APPLICATION PROCEDURE**

If you are interested in this opportunity, please send your CV, with contact details for your referees and a covering letter to [jobs@turing.ac.uk](mailto:jobs@turing.ac.uk). The deadline is 26 November 2018, and the interviews will take place in the week commencing the 3 December. We wish to appoint applicants to the post on 10 December 2018 or as soon as possible thereafter.

If you have questions or would like to discuss the role further with a member of the Institute's HR Team, please contact them on 0203 862 3375 or email [HR@turing.ac.uk](mailto:HR@turing.ac.uk).

**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](mailto:HR@turing.ac.uk).**