

# The Alan Turing Institute

## COMMUNICATIONS MANAGER (STRATEGY)

### 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 Communications Manager (Strategy) works as a vital part of the Communications and Engagement directorate, reporting into the Senior External Communications Manager. This role looks to provide strategic communication and planning expertise particularly in support of the Institute's science and innovation priorities and other strategic goals.

### ROLE PURPOSE

The Communications and Engagement directorate is responsible for telling the story of the Turing and building its reputation as well as supporting the Institute's strategic goals through high quality communication and engagement activity. To do this effectively requires horizon scanning and planning and building close relationships with our leadership and research community. Working as part of a team of external communication specialists, the postholder will sit at the heart of the directorate helping to ensure our work is well co-ordinated, splitting time between planning and delivery of communication activity.

### DUTIES AND AREAS OF RESPONSIBILITY

- Building trusted relationships with scientists and experts at all levels of seniority to understand their needs and objectives, then devising ways that effective communication activity can help them deliver
- Leading, overseeing, producing or contributing to the creation of communication and engagement plans to support the Turing's priority science and innovation programmes such as environment and sustainability, health, defence and security, alongside our AI and data science skills agenda
- Leading the directorate's planning and horizon scanning activity, ensuring the wider team and Turing leadership are aware of forthcoming announcements, projects, campaigns and external opportunities
- Leading the directorate's monitoring and evaluation activity, such as creating and updating quarterly dashboards working with colleagues across the directorate
- Building and maintaining relationships with Turing colleagues and staff at partner organisations who can help inform our planning and horizon scanning efforts

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- Monitoring the delivery of communication plans, working across the directorate and our research programmes to ensure effective and timely delivery
- Acting as an advocate for/expert in strategic communications, such as ensuring the team's work links to Turing's objectives, is informed by audience insight and is evaluated so lessons can be fed back into future activity.
- Managing and delivering communication activity in support of our plans such as writing narratives, key messages or content and leading or supporting external communication activities such as media or stakeholder relations.
- Supporting or deputising for the Head of Communications and Marketing/Senior External Communications Manager where needed

Please note that job descriptions cannot be exhaustive, and the postholder 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) Desirable (D)	Tested at application (a) Tested at interview (i)
Post holders will be expected to demonstrate the following:		
<b>Education/Qualification</b>		
Demonstrable experience of working in a communications or marketing environment in the private or public sector.	E	A
A degree or professional qualification in a communications, marketing or other similar discipline.	D	A
<b>Knowledge and Experience</b>		
Experience of creating and delivering insight driven communications plans, including measuring the success of the activity.	E	A/I
Experience of working with experts, such as researchers, scientists or other specialist colleagues, to understand their objectives and devising where communication and engagement activity can help them.	E	A/I
Knowledge of current communication industry trends such as knowledge of the media landscape and modern digital communication techniques.	E	A/I
Previous experience working at a higher education/research institution.	D	A
Experience leading communication planning/horizon scanning activity for an organisation.	D	A
<b>Communication</b>		
Excellent oral and written communication skills in a range of styles and for various purposes.	E	A/I
Good networking, influencing and interpersonal skills with the ability to advise and support a wide range of colleagues including senior leaders and researchers.	E	I
<b>Team Development</b>		
Ability to lead and motivate colleagues through formal line management and carry out performance related reviews, providing feedback and further development.	E	I
Collaborates with peers to negotiate, collaborate and seek input.	E	I
<b>Planning and Organising</b>		
Ability to work well under pressure, able to prioritise and work to tight deadlines.	E	I
Willingness to be flexible and move quickly in a fast paced environment.	E	I
<b>Service Delivery</b>		
Ability to lead, oversee and monitor progress of key deliverables and timescales, taking appropriate action to deal with any issues or problems	E	I
<b>Teamwork and Motivation</b>		
Assesses and ensures appropriate resources and support are available to enable their team and individual members to achieve both team and individual objectives.	E	A, I

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Ensures that members of the team understand what is expected of them whilst delegating work fairly and according to individual ability.	E	A, I
Leads, oversees and monitors progress of key deliverables and timescales through probation/appraisal and takes appropriate action to deal with any issues or problems	E	A, I
<b>Other Requirements</b>		
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 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 020 3862 3536 or email [recruitment@turing.ac.uk](mailto:recruitment@turing.ac.uk).

**CLOSING DATE FOR APPLICATIONS: WEDNESDAY 23 OCTOBER 2024 AT 23:59 (LONDON, UK BST).**

**Interview date to be confirmed.**

## **TERMS AND CONDITIONS**

This full-time post is offered on a fixed term basis for 12 months (with the possibility of extension). The annual salary is £53,021 plus excellent benefits, including flexible working and family friendly policies, [Employee-only benefits guide | The Alan Turing Institute](#)

*The Alan Turing Institute is based at the British Library, in the heart of London's Knowledge Quarter. We expect staff to come to our office at least 4 days per month. Some roles may require more days in the office; the hiring manager will be able to confirm this during the interview.*

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