The Alan Turing Institute

Digital Change and Delivery Manager

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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 300 researchers, a rapidly growing team of in house research software engineers and data scientists and a business team.

We aim for an empowered and supportive culture of excellence, teamwork and impact. Visible and present leadership, building great relationships and collaborating on complex delivery require time together in person, but we are a truly hybrid organisation and embrace flexible or alternative working patterns to enable people to give their best – we care about culture and results and are not prescriptive about how these are achieved.

BACKGROUND

The Strategic Change Team has responsibility of driving multi-faceted programmes of high-profile activity including continual improvement initiatives covering process, culture, system improvement and implementation, and large cross-organisational transformation and change projects and activities.

A key focus for the Strategic Change Team is to build resilience in our processes and systems, help create a culture of accountability and adaptability and importantly to successfully drive the delivery of Board approved strategic change projects in line with our institute priorities.

ROLE PURPOSE

This role is responsible for the delivery and change management of a portfolio of system-related initiatives, ensuring best-practice governance, disciplined delivery, and effective adoption across the organisation.

The Digital Change and Delivery Manager brings strong organisational, planning, and problem-solving skills, with a solutions-focused and adaptable approach. They maintain objectivity while navigating complex change and are passionate about delivering digital improvements through well-managed, transformative initiatives.

A key part of the role is to embed a culture of structured change management while delivering projects within the remit of the Strategic Change Team, ensuring that system enhancements and new implementations drive meaningful improvements to processes, systems, and ways of working.

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HOW YOU WILL MAKE AN IMPACT

Project and Delivery Management

- Lead effective scoping and project management of core Turing system enhancements and supplementary system and AI tooling implementations, delivering to agreed scope, timelines, and budget.
- Maintain a strategic, high-level view of project progress and produce clear, insightful reports for senior management.
- Plan and coordinate resources, including task management of assigned project team members.
- Manage relationships with external consultants, vendors, and suppliers to ensure high-quality delivery.
- Make informed, timely decisions to progress tasks and deliverables within agreed tolerances and in alignment with wider organisational change activities.
- Proactively identify, manage, and mitigate risks and issues, escalating where appropriate to maintain delivery momentum.
- Adapt to shifting priorities, evolving project scopes, and unforeseen challenges, providing robust and pragmatic solutions.

Governance and Stakeholder Engagement

- Support and contribute to the management of the strategic governance board for the organisation's system landscape.
- Engage and manage stakeholders at all levels, ensuring clarity, alignment, and effective communication throughout project and change lifecycles.
- Monitor and report on KPIs for change projects and initiatives, ensuring visibility of progress and impact.

Change Management and Continuous Improvement

- Work collaboratively across teams to identify opportunities for change, efficiency, and improved effectiveness.
- Support the development of a continuous improvement culture through facilitation, engagement, and training activities.
- Ensure that change-related risks are understood and mitigated by stakeholders.
- Apply best-practice change management methodologies to assess change impact, organisational readiness, and user adoption needs.
- Develop and deliver communications and engagement materials aligned to change and project plans, supporting successful implementation and sustained adoption.

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 Post holders will be expected to demonstrate the following	**Essential (E)** **Desirable (D)**	**Tested at application(a)** **Tested at interview (i)**
Education/Qualification		
Degree, relevant qualification or equivalent professional experience	E	A
Project Management qualification	E	A
Change Management qualification	D	A
Knowledge and Experience		
Effective problem breakdown and solving	E	I
Confident stakeholder management, operating at various levels and disciplines	E	I
Change management experience	E	A & I
Project management experience with a focus on AI tooling implementation	E	A & I
Technical system implementation experience, ideally covering ERP, CRM and ticketing systems	E	A & I
Ability to identify key priorities and adapt to provide service improvements	E	I
Knowledge of project management methodologies and change management principles	E	I
Good working knowledge of GDPR	E	I
Experience of making evidence-based recommendations to initiate improvements	E	I
AI tooling option analysis and implementation experience	D	I
Experience managing organisation-wide transformation projects	D	A & I
Experience of working in an academic environment	D	A
Other Requirements		
Commitment to EDI principles and to the Organisation values	E	I

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APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button on our website. 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 at recruitment@turing.ac.uk.

TERMS AND CONDITIONS

This full-time post is offered on a 12 months fixed term basis. The annual salary is £57,000 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. We value diversity of background, experience, and perspective, and are proud to be an inclusive employer. We warmly encourage applications from all backgrounds, particularly from groups currently under-represented in our sector. If you feel passionate about this role but don't meet every single requirement, please apply — we recognise that great candidates may bring strengths beyond the criteria listed.

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 recruitment@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**.**

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