

The Alan Turing Institute

Executive Assistant to the CEO

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 purpose is to make great leaps in data science and AI research to change the world for the better. Its goals are to advance world-class research and apply it to national and global challenges, build skills for the future by contributing to training people across sectors and career stages, and drive an informed public conversation by providing balanced and evidence-based views on data science and AI.

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.

BACKGROUND

The Executive Office supports the Chief Executive Officer (CEO), executive team, and broader leadership with the day-to-day running of the Institute. This includes supporting the CEO and Executive team through a Private Office function, overseeing key senior external stakeholder relationships, enabling delivery of key strategic projects, and acting as an internal convenor working across the whole organisation.

ROLE PURPOSE

The postholder will deliver a first-class executive assistant service to the CEO (and other senior leaders as required). The ideal candidate will have a proactive approach, exceptional problem-solving skills and the ability to interact with people at all levels. This is an important externally facing role and the postholder will need to demonstrate efficiency, tact and an understanding of the broader UK AI landscape and its key stakeholders. Working in a fast-paced and evolving environment, the successful candidate will have the opportunity to shape the role depending on their interests and experience, and in response to the priorities of the Institute. This role will report to the Head of the Executive Office.

DUTIES AND AREAS OF RESPONSIBILITY

- **Calendar management:** Maintain and organise the schedule of the CEO, engaging with the appropriate colleagues to ensure seamless co-ordination of meetings, appointments, and travel arrangements (national and international, coordinating across multiple time zones as necessary), and anticipating the need for internal preparation sessions in advance.
- **Preparation:** Coordinate with colleagues across the Institute to ensure relevant briefings, scripts and slides are provided in an appropriate and timely manner, supporting and contributing as required.
- **Communication:** Work with colleagues in the Executive Office to liaise between the CEO and their internal/external stakeholders. This includes screening and prioritising emails, phone calls and requests for decisions as well as drafting correspondence and communicating actions and outcomes.

- **Prioritisation:** Build strong relationships with and develop and maintain a comprehensive knowledge of areas and stakeholders for the CEO, to inform prioritisation of demands on their time and to proactively manage potential conflicts.
- **Meeting coordination:** Arrange and coordinate meetings, conferences, and video calls, ensuring attendees have the appropriate arrangements in place. Research and book venues, prepare agendas, ensure all necessary resources are in place, promptly dealing with unplanned changes. Meeting minutes and note taking from time to time.
- **Information management:** Manage inboxes of the CEO, as well as organising files, records, and documents and the handling of sensitive information, maintaining discretion and confidentiality.
- **Operational support:** Ensure the smooth running of day-to-day processes in support of the CEO, including managing expenses, booking travel and managing purchase orders and invoices, all in a timely manner. Work closely with the wider Executive Office team, providing support in case of leave or other staff absence, and ensuring a delegation plan is in place where possible.
- **Governance support:** Liaise with the Chair and other Trustees on behalf of the CEO. Manage Trustee travel and expenses and coordinate Board away days. Work closely with the Institute's Governance Team to support Board processes and meetings.
- **Embedding AI tools:** Identify and explore areas where safe and effective AI tool use can support efficient and effective working practices.

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.

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 or equivalent level of professional qualifications and/or experience.	E	A
Knowledge and Experience		
Extensive experience providing executive support for a CEO or a member of an executive team at a senior level.	E	A, I
Extensive experience in diary management of multiple appointments and commitments, including making complex travel arrangements.	E	A, I
Extremely organised with exceptional time management skills, with the ability to proactively prioritise competing priorities and multiple tasks seamlessly with excellent attention to detail.	E	A, I
Proven ability to exercise diplomacy, tact and discretion in managing personal and confidential matters.	E	I
Track record of excellent problem-solving skills, ideally in settings which require multiple stakeholders and competing interests.	E	A, I
Experience working with senior stakeholders, internally and externally, across multiple sectors and managing complex inter-sectoral relationships.	E	A, I
Proven ability to work independently, demonstrate initiative, and manage own workload effectively	E	A, I
Proficient in use of IT systems, including Microsoft Office Suite, as well as team collaborating software tools such as SharePoint, Teams and Zoom.	E	A
A collaborative and supportive member of a team supporting colleagues and contributing to a positive team environment.	E	I
Experience embedding AI tools into operational activities balancing efficiency and effectiveness with safety	D	A
Broad understanding of major actors and their role in the UK AI ecosystem, including industry, university/research organisations and government stakeholders.	D	A, I
Experience of working in a data science and/or AI 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 permanent basis. The annual salary is £60,000 - £65,000 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. This is a hybrid working role, with the postholder expected to work from the office up to 4 days per week.

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 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