

The Alan Turing Institute

ENGAGEMENT AND PUBLICATIONS OFFICER, CENTRE FOR EMERGING TECHNOLOGY AND SECURITY

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

In 2022, the Defence and Security Programme launched the Centre for Emerging Technology and Security (CETaS) which conducts a range of research, analysis, advisory and engagement activities focused on the implications of emerging technology for UK security. As part of this work, the Centre produces a number of research outputs and publications from individual research projects and partner collaborations. Effectively ensuring CETaS publications and communications are engaging and delivered to a high standard is crucial to the success of the Centre's growing profile and its stakeholder engagement activities, and a need has arisen for a dedicated Engagement and Publications Officer.

ROLE PURPOSE

The Engagement and Publications Officer will be responsible for effectively delivering CETaS outputs and publications to high editorial and accessibility standards, expanding and enhancing the profile of the Centre and building a strong stakeholder network through engaging digital communications to amplify and maximise the impact of CETaS work and activities. They will be required to engage with a range of stakeholders across the UK security and technology ecosystem, to ensure all engagement activities align with the Centre's strategic aims and brand values of the Institute and are delivered in a cohesive way.

This role will report directly to the CETaS Engagement Lead and will involve working closely with other CETaS team members and members of the Defence and Security Programme.

DUTIES AND AREAS OF RESPONSIBILITY

Publications and editorial support (40%)

- Managing and maintaining the CETaS publications pipeline, helping to ensure a steady stream of high-quality outputs and advising on timelines for effective delivery
- Proofreading all CETaS research outputs, including but not limited to its Research Reports and Expert Analysis articles, to high editorial and accessibility standards
- Thoroughly reviewing all CETaS written outputs and ensuring text and referencing follow style guide, and applying consistency throughout
- Typesetting and formatting CETaS outputs in their relevant templates, sourcing relevant imagery for publications in line with CETaS brand guidelines and ensuring final publications are error-free and visually compelling
- Write and deliver the CETaS Network research updates and other email bulletins, working with the Engagement

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Lead

- Liaising with third-party suppliers as required to produce printed copies of CETaS publications, as well as other CETaS products such as marketing/promotional materials, ensuring quality and timely delivery
- Providing overall editorial support to the team as needed

Digital engagement (30%)

- Write tailored online content to support the dissemination of project outputs and deliverables, as part of individual project or publications communications plans and in support of the overall CETaS Communications and Engagement Strategy
- Maintain the CETaS website, ensuring content is kept up to date in an accessible format
- Working with Turing Communications and Engagement colleagues to amplify CETaS research outputs across Turing communications channels and ensure the dissemination of timely content consistent with current priorities
- Proactively identify opportunities to further maximise the impact and reach of research outputs across existing Turing channels
- Effectively liaise with Turing Communications and Engagement colleagues to retrieve Turing social media analytics data on CETaS-related posts
- Report to the team on digital impact and engagement of CETaS publications and outputs, and ensure the impact log is up to date
- Effectively liaise with the Institute's web and broadcast functions to ensure content is aligned with the Turing brand
- Ensure digital engagement activities contribute to the effective delivery of the CETaS Communications and Engagement Strategy

Events and stakeholder engagement (20%)

- Support the delivery of all CETaS workshops, events and engagement activities
- Help coordinate Turing participation in external speaking engagements, including proactively identifying opportunities for participation in conferences and other events and engagements
- Proactively identify opportunities to engage with other organisations and stakeholders involved in related work, to raise awareness and visibility of the workstream's activities and outputs
- Ensure stakeholder engagement activities contribute to the effective delivery of the CETaS Communications and Engagement Strategy

Other (10%)

- Ensure implementation of the CETaS EDI guidelines and relevant actions from the Turing EDI action plan are embedded within activities
- Comply with relevant GDPR guidelines and act as an effective data processor
- Interpret and follow internal legal and financial processes i.e. contracting with third party suppliers

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		
Undergraduate Degree in Communications or a related field, or demonstrable equivalent professional experience, preferably in in the higher education or public sector	E	A
Evidence of a commitment to continued learning in best editorial practices, publications delivery, communications and engagement	D	A
Knowledge and Experience		
Strong editorial experience, including but not limited to editing and proofreading texts, ensuring adherence to house style and referencing standards	E	A / I
Experience with managing a pipeline of publications, with a track record of seeing through publication delivery to a high standard	E	A / I
Experience of developing, implementing and measuring the success of communications campaigns	E	I
Experience of working with social media platforms to communicate written material, ideally academic reports or research outputs	E	I
Experience of working with content management systems, writing newsletters and/or other marketing content	E	A / I
Experience of working well under pressure, prioritising and working to tight deadlines	E	I
Experience of working with third-party suppliers, such as creative agencies, freelancers and printing companies	E	I
Experience with web and social media analytics	E	A / I
Graphic design experience, with a track record of designing visually engaging publications, infographics and marketing materials to a high standard and per brand guidelines, using Adobe Creative Suite programmes	E	A / I
Events experience (designing or supporting event delivery), with the ability to drive engagement and participation	D	I
Experience of audience analysis and community development	D	I
Experience of working in a research, academic or government environment	D	A / I
Experience with producing and/or managing the delivery of audiovisual products, such as short videos and animations	D	A
Communication		
Ability to communicate complex, specialist or conceptual information clearly and persuasively, presenting compelling arguments to influence audience	E	A / I
Confident and clear communicator, both written and verbal whilst adapting the style of communication to the audience to ensure understanding	E	A / I
Service Delivery		

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Ability to adapt services and systems to meet customers' needs and identify ways of improving standards	E	A / I
Meticulous attention to detail, throughout the written editorial process, and the ability to prepare written outputs to publication standard	E	A / I
Liaison and Networking		
Collaborates with others to meet deadlines and joint objectives by ensuring information is shared in the right format to the right people, at the right time whilst participating in networks inside and outside of the organisation to share knowledge	E	A / I
Proactively seeks to build relationships between groups to share and develop good practice and strengthen future working relationships	D	I

Planning and Organising		
Managing time and resources effectively; routinely monitoring and reviewing progress to ensure effective working of self and others	E	A / I
Ensuring work is completed to expected standards, timeframes and budgets and in line with personal/team/service area objectives	E	A / I
Other Requirements		
Commitment to meeting deadlines	E	A / I
Flexible attitude towards work, willing to adjust working hours for events	E	I
Commitment to EDI principles and to the Organisation values	E	I
Experience in managing personal data and a sound understanding of the requirements of UK GDPR	E	I
Security Clearance: The successful candidate may be required to obtain a Government Security Clearance (SC) as part of this role and should ensure they meet the eligibility requirements for SC clearance.	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 3970 2148 or 0203 862 3340, or email recruitment@turing.ac.uk.

TERMS AND CONDITIONS

This full-time post is offered on a fixed term basis for 1 year. The annual salary range is £38,048 - £40,000 plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

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.

We are committed to building a diverse community and would like our leadership team to reflect this. We therefore welcome applications from the broadest spectrum of backgrounds.

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.