

The Alan Turing Institute

Digital Editor

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.

THE ROLE

This is an exciting opportunity for an experienced digital professional to join a fast-paced team responsible for promoting the pioneering research and activities of The Alan Turing Institute.

The Digital Editor will maintain the Institute's new website turing.ac.uk and take the lead on managing future development of the site from a technical and editorial perspective. The role-holder will also be responsible for ensuring our online content is engaging, accessible and on brand, and create new digital content across a range of channels. This role requires excellent design, writing and technical skills, experience of managing a third-party agency, and an understanding of how to work with experts to turn technical content into accessible stories for different audiences. Importantly, the role-holder will have energy and enthusiasm for the Institute's mission and activities and willingness to get involved in a range of tasks.

The Digital Editor will report to the Head of Communications and work closely with a busy communications team building a major brand in tech, academia and industry. This is an opportunity to work independently and grow your skills in an open and collaborative environment.

DUTIES & RESPONSIBILITIES

- Managing and maintaining the Turing website turing.ac.uk and owning relationship with third party web agency
- Managing the future development of the website including potential 'phase two' activity including integration of our CRM system and a box office system
- Consulting stakeholders around the Institute on website changes and development, and creating a roadmap for change
- Overseeing and creating new website content from across the organisation

- Delivering ongoing website training for the Institute's growing network of staff and researchers
- Ensuring the website complies with security and GDPR requirements, brand guidelines, and follows UX best practice
- Analysing and reporting on the website performance and making changes and recommendations for improvement
- Editing technical copy to be accessible for broader audiences and optimised for web, and sourcing visuals for the website in line with our brand
- Working with a range of stakeholders to share content digitally tailored to a range of audiences
- Working within our brand guidelines to create design work for use across the organisation – posters, flyers, mailshots, social media visuals
- Supporting staff across the organisation to deliver visually appealing and on-brand presentations and content for both online and offline use
- Science communications, including working closely with researchers to write impact stories
- Supporting the wider organisation with copy-editing, science communications and writing for the web
- Providing relevant training, troubleshooting and support for team colleagues with the CMS
- Conducting website analysis using Google Analytics or similar
- Communications and copy-writing support across the team as needed

PERSON SPECIFICATION

The successful candidate will have:

ESSENTIAL

- Knowledge of UX fundamentals and best practice, and knowledge of website standards and good practice, such as accessibility and fair image use
- Extensive knowledge of HTML, bug and error troubleshooting
- Substantial experience writing and editing primarily for an online audience.
- Confident communications skills, with the ability to influence and persuade individuals from different disciplines to deliver excellent online outputs.
- A track record in developing innovative, excellent web content.
- Strong editorial judgement and 'eye' for telling a story across multiple digital outlets
- An ability to summarise complex data and messages.
- Experience of using design software and working to brand guidelines
- Designing the Turing Annual Report
- Strong organisational ability to manage and prioritise a variety of tasks.
- Professional experience using web content management systems, specifically Drupal CMS
- Experience of managing relationships with agencies/developers/designers and commissioning pieces of work and materials
- Ability to problem-solve, think creatively and work collaboratively

DESIRABLE

- Experience of using InDesign
- Knowledge of or interest in data visualisation
- Knowledge of or interest in the data science and AI sector
- Experience of science communications
- Knowledge of SEO best practice

TERMS & CONDITIONS

This full-time post is offered on a permanent basis. The annual salary for this position is £32,000 plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

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.

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.

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, covering letter and contact details for your referees. If you have questions about the role or would like to apply using a different format, please email recruitment@turing.ac.uk.

If you have any queries or would like to discuss the role further, please contact recruitment@turing.ac.uk

CLOSING DATE FOR APPLICATIONS: Sunday 28th June 2020

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, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. Reasonable adjustments to the interview process can also be made for any candidates with a disability.