

The Alan Turing Institute

Community Manager – *The Turing Way*

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 Turing Way](#) is an open source community-driven guide to reproducible, ethical, inclusive and collaborative data science. The project goal is to provide all the information that data scientists in academia, industry, government and the third sector need at the start of their projects to ensure that they are easy to reproduce and reuse at the end. The contributors within *The Turing Way* collaborate to develop chapters and resources on data science available as an online book with five guides on reproducibility, project design, communication, collaboration, and research ethics. A community handbook is maintained to document and showcase good practices in open research -- allowing anyone to develop a similar project in data science from scratch.

The Turing Way fosters a community of contributors from both The Alan Turing Institute and more widely from the international community of researchers. They collaborate within the community either as volunteers contributing to this open source project or more formally through a strategic collaboration between *The Turing Way* and other research projects. The project's [Record of Contributions](#) acknowledges and celebrates the diversity of work 250+ individual contributors and strategic connections with Delft University, the Netherlands eScience Institute, FAIR Cookbook and Open Life Science.

The [Tools, Practices and Systems](#) (TPS) programme at the Turing represents a cross-cutting set of initiatives that seek to build open source infrastructure that is accessible to all and to empower a global, decentralised network of people who connect data with domain experts.

[AI for Science and Government](#) (ASG) at the Alan Turing Institute is a major integrated research programme with a goal to deploy AI and data science in priority areas to support the UK economy. ASG was initiated in 2018 with a £38.8M investment from the UK government's [strategic priorities fund](#). ASG supports a range of ongoing projects in different domain areas including applications within the Criminal Justice System, Health, Data Science for Science, Engineering, and Urban Analytics. The Turing Way was originally funded by ASG when the project started in 2018.

We are recruiting a Community Manager who will work to build and support an international community of researchers and data scientists in *The Turing Way*. The postholder will act as a bi-directional conduit to implement best practices for reproducible, ethical, inclusive and collaborative data science in projects across the Turing Institute and the broader open source and modelling communities.

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ROLE PURPOSE

The Turing Way Community Manager will create, nurture and protect the conditions required for successful technical communication across diverse and distributed research communities internal to The Alan Turing Institute as well as national and international collaborators. We anticipate that the postholder will need to embody core values of *stewardship, compassion, and collaboration*, in addition to their commitment to equity and inclusion as described in the Turing's "Rules of the Game" (see below).

As a steward of their community, the Community Manager will see how individual pieces fit together as a whole. The postholder will possess the communication, motivation and collaboration skills required to bring the community together. They will surface implicit knowledge and make information explicit so that everyone who wants to can participate. The postholder will coordinate new and existing community-led project activities, encourage and empower diverse contributors to engage and lead those activities, and contribute to the development of a project sustainability strategy.

The Turing Way can only achieve - and communicate - its ambitious goals if it is delivered by involving and supporting domain experts from the wider research and data science communities. The ideal candidate for *The Turing Way* Community Manager will treat all members of the community with compassion. They will support people to share and promote the skills that they already have, understand the experiences of people from a range of diverse backgrounds, and identify what they need to effectively work together. They will identify areas of implicit knowledge and expertise within *The Turing Way* research community and make this information explicit.

The Turing Way Community Manager will collaborate with experts in the Turing institute and beyond. We do not expect the applicants to already have all the skills within the scope of *The Turing Way* project. Rather that they will develop new expertise and grow in the role. They will also participate in the Tools, Practices and Systems programme, particularly in the development of responsible research and innovation practices. We expect that success in the role will also require close collaboration with other communities across The Alan Turing Institute.

The postholder will work closely with TPS Programme Director Kirstie Whitaker, Programme Management, other Community Managers and Research Applications Managers at the Alan Turing Institute, and the Research Software Engineering team. Malvika Sharan will be their line manager.

DUTIES AND AREAS OF RESPONSIBILITY

- Coordinate and facilitate *The Turing Way* community management and day-to-day operational activities in the project. This will include organising and hosting community meetings or events such as Collaboration Cafes, co-working calls and workshops. This may require working with the community to identify new skill requirements and develop training materials or resources appropriate to support the dynamic research community working in the Alan Turing Institute and *The Turing Way*.
- Be an active contributor to *The Turing Way* project exemplifying the practices we want to promote within the community. This may include identifying gaps in the current material, writing new content, reviewing existing chapters, giving presentations about the project to new audiences, welcoming members of your own project communities to join *The Turing Way*, and contributing to the design of governance and decision making processes. We expect all community managers within the Tools, Practices and Systems Programme to attend regular co-working sessions and participate in discussions on research best practices across a project lifecycle. You will be expected to welcome and support their engagement in *The Turing Way* community.
- Connect and collaborate with open source projects and external communities such as [Jupyter Book](#), [Binder](#), [UK Reproducibility Network](#), [The Carpentries](#), [Open Life Science](#) and the [Society of Research Software Engineering](#). Our vision is to build and promote collaboration in an interconnected web of open source communities in applied data science.
- Catalyse connections and collaboration between researchers, industry and government data scientists, policy makers and contributors to *The Turing Way*. This could come in the form of synchronous regular meetings or it could occur asynchronously, for example, through active engagement on distributed communication channels such as Slack and the maintenance of public and private GitHub repositories to document ongoing work.

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- Implement and build on practices in *The Turing Way* (see the [Community Handbook](#)) – and across the open source ecosystem – to ensure the community members demonstrate the highest standards of reproducible, ethical, inclusive and collaborative data science in their work. Some - but not all - of these practices include:
 - Onboard and welcome new community members. This will likely include running 1:1 inductions and continuously updating documentation to ensure that resources remain easy to find for new starters and existing team members alike.
 - Design, organise and facilitate innovative, inclusive events - remote and in person - for a broad range of community members and collaborators. These can range from small group focused meetings, through team 'coffee chats' to build community, informal mentorship and training, to collaborative contribution events such as hackathons, documentation sprints, or design scoping workshops.
 - Review new contributions, maintain existing resources, ensure open communication and document infrastructure processes. Support community members to participate in the collaborative review using pull requests or merge requests via the GitHub repository. This will likely require proactive 'just in time' training in using version control using git, and project management in public or private GitHub repositories, as appropriate.
 - Promote the sustainable use of research outputs by facilitating high-quality analysis, modelling and reporting documentation, and training materials, in collaboration with researchers, developers and domain experts.
 - Curate and finalise regular newsletter updates to capture impact stories, showcase community member contributions, and share progress for both internal and external audiences.
- Communicate technical topics to colleagues and external partners by preparing and presenting reports, blog posts, organising and delivering presentations, and taking an active role in meetings and discussions. Communications may be synchronous or asynchronous, remote or in person, and must be prepared at the appropriate granularity of detail for the audience.
- Contribute to the research aims and challenges of the Tools, Practices and Systems programme, and those of the Turing Institute more broadly. Share the responsibility of embedding our ethical values in research processes and outputs, and promoting equitable and inclusive co-creation of data intensive projects.

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		
PhD or equivalent level of industry experience.	D	A
Bachelor's degree or a Master's Degree in a discipline which provides a good basis for understanding statistics, data science and programming.	E	A
Knowledge and Experience		
Experience in: <ul style="list-style-type: none"> • Basic coding skills in any programming language. • Git for version control and Github or GitLab for project management. • An understanding of the importance of good practices for producing reliable software and reproducible analyses (e.g. version control, issue tracking, automated testing, package management, literate analysis tools such as Jupyter and Rmarkdown). • Experience managing, structuring and analysing research data. 	E	A/I
Experience in: <ul style="list-style-type: none"> • Open research, open source software, participatory and community-led co-creation or team science. • Contributing to, maintaining and/or leading open source research software projects. 	D	A/I
Knowledge of, or interest in learning about: <ul style="list-style-type: none"> • Facilitating research using sensitive health data, or other sensitive data, including an understanding of information governance requirements. 	D	A/I
Track record of <u>any combination</u> of: <ul style="list-style-type: none"> • Publishing articles, FAIR data sets, and/or open source software libraries for an academic audience. • Publishing articles, blog posts, for a general audience. • Publishing white papers or policy briefings for an audience of decision makers in government, industry or the charity sector. 	E	A/I
Communication		
Outstanding communication skills, both oral and written.	E	A/I
Teamwork and Motivation		
Works as a proactive and collaborative member of the community team. Proactively looks for issues or problems, and escalates accordingly.	E	A/I
Liaison and Networking		
Networks with others with shared interests, collaborating on projects and strengthening future relations.	E	A/I
Project Delivery or Project Management		
Promptly deals with requests related to process improvement and supports the Community with aspects of project management.	E	A/I
Decision Making		

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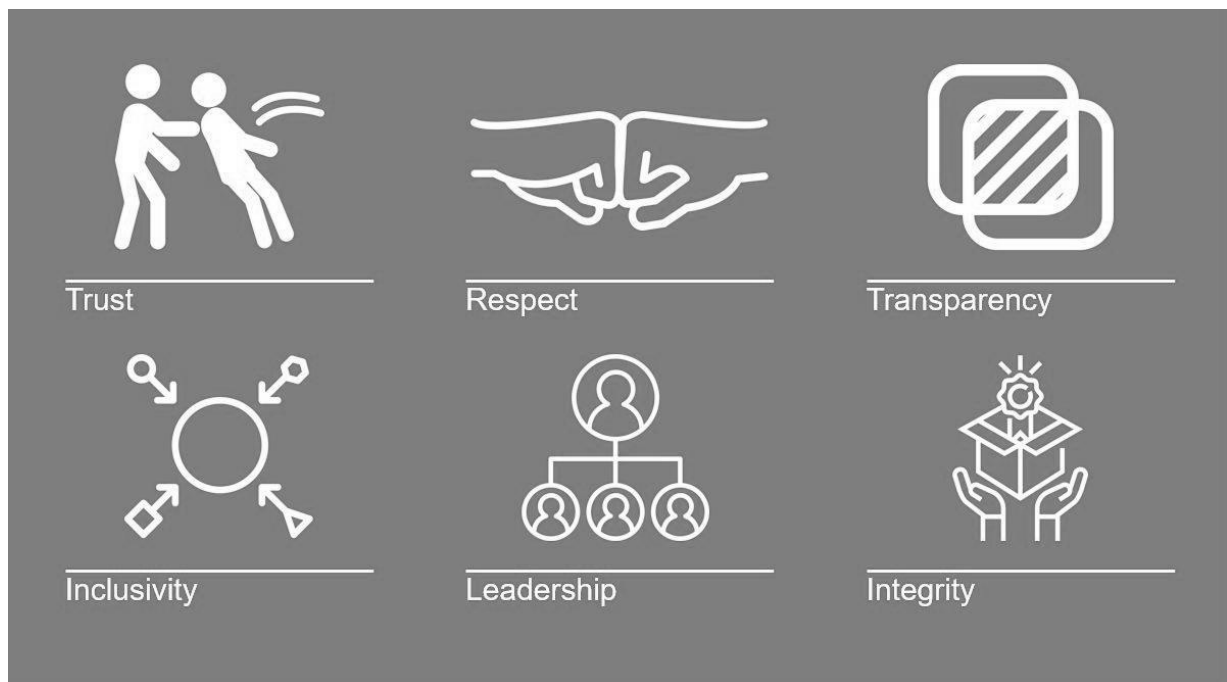
Ability to guide others by presenting options and choices to inform their decision making.	D	I
Planning and Organising		
Suggests ways of improving working practice and use of resources. Creates realistic plans to effectively manage own workload, prioritising work to meet personal and team objectives.	E	I
Initiative and Problem Solving		
Considers possible solutions to identify those which offer wider benefits. Obtains evidence to support thinking.	E	A/I
Analysis and Research		
Gathers data rigorously and conducts robust analysis, questioning assumptions and existing knowledge. Reports findings to wider community and is able to withstand challenge by relying on evidence gathered and processes used for analysis.	E	A/I
Other Requirements		
Commitment to meeting deadlines	E	A/I
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 [Rules of the Game](#)



Respect – We treat everyone with respect, dignity and kindness and acknowledge the experiences, skills and contributions of others.

Trust - We communicate openly and honestly to support an environment where we have trust in each other.

Transparency – We seek to ensure that everyone understands the how and the why of our decisions and actions. We take on board feedback when those decisions are challenged.

Inclusivity – We are committed to continuously learning how to be more inclusive by listening to those facing barriers.

Leadership – We recognise creating an inclusive, diverse and equitable institute requires leadership from all. We stand up and speak out when change is needed.

Integrity – We recognise that how we work is as important as our outputs and seek to exemplify best practice in all our decisions.

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 them on 020 3970 2148 or 0203 862 3340, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 12TH OCTOBER 2021 at 23.59

TERMS AND CONDITIONS

This full time post is offered on a fixed term basis for two years. The annual salary is £37,000-£42,000 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.

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.