

# The Alan Turing Institute

## Research Assistant - Women in Data Science and AI

### 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 PUBLIC POLICY PROGRAMME

The Public Policy research programme works alongside policy makers to explore how data-driven public service provision and policy innovation might help to solve long running societal problems. We also work hand-in-hand with public sector organisations and citizens to develop practice-based ethical standards for the responsible development and use of data science and AI.

The Alan Turing Institute is recruiting a Research Assistant to assist with research in the Women in Data Science and AI project, which sits within the Turing's Public Policy programme. The project works alongside policy makers and industry stakeholders to conduct actionable research exploring the ethical, economic and governance-related issues stemming from gender inequalities in AI.

### ROLE PURPOSE

The Public Policy programme is recruiting a Research Assistant to work on the Women in Data Science and AI project. The RA will provide crucial support for our ongoing work.

This position will involve assisting the Women in Data Science and AI team in administrative and research tasks, and supporting the project's engagements internally and with external partners. The successful candidate will collaborate with the team, working across a variety of tasks as necessary.

The successful candidate will report to Research Fellow, Dr. Erin Young. They will collaborate with the wider Women in Data Science and AI team and Public Policy programme, including Professor Judy Wajcman. The post-holder will work closely with academics, as well as government and industry stakeholders, in an interdisciplinary, dynamic, and collaborative environment.

### DUTIES AND AREAS OF RESPONSIBILITY

The core responsibilities of the Research Assistant are as follows:

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- Assist the Public Policy programme's Women in Data Science and AI project in the development and delivery of research outputs. This work may include both desk and field research duties, with a view to creating actionable data-driven insights, policies and other recommendations;  
Manage work-plans, shared folders and team meetings to ensure smooth running and timely delivery of objectives;
- Assist with website, Mendeley and project documentation maintenance, and other public engagement and administrative tasks as necessary;
- Support work on a new initiative exploring diversity in the Venture Capital and startup ecosystem in the UK, and globally;
- Participate in knowledge exchange activities as appropriate, for example, assisting in the preparation of outputs and resources tailored to different audiences, ranging from policy makers to researchers, industry and the general public. This includes helping to write, edit and format briefing papers, articles, websites, blog posts, videos, and other reports;
- Conduct a large-scale literature review, including synthesising efforts already undertaken by the project;
- Participate in internal meetings with relevant groups, including the Turing's Equality, Diversity and Inclusion (EDI) stakeholders, as well as external meetings with representatives of government agencies, industry and potential partner organisations;
- Stay up-to-date with progress in related fields.

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.

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PERSON SPECIFICATION		
Skills and Requirements	Essential (E) Desirable (D)	Tested at application (a) Tested at interview (i)
Post holders will be expected to demonstrate the following:		
<b>Education/Qualification</b>		
A Master's degree awarded in a discipline with a specialism that provides suitable tools for understanding the issues raised by data science, AI, and related digital technologies, and their social implications, such as Science and Technology Studies (STS). Equivalent professional experience will also be considered.	E	A
<b>Knowledge and Experience</b>		
Experience researching in an area related to the social science of technology, and within related organisational settings such as governmental agencies, industry or the third sector.	E	A&I
Project management/administrative experience (e.g. organising and keeping up-to-date team calendars and shared folders).	E	A&I
A developing record of scientific publication (appropriate to stage of career development), which may include journal articles, book chapters, and policy reports/white papers.	D	A
Experience in a policy environment, such as an international organisation, government agency or think tank; or experience in a tech company, division or consultancy.	D	A&I
Familiarity with any one or more of the following topics: (1) gender gaps in the innovation landscape (e.g. Venture Capital and start-up ecosystem); (2) intersectional gender and racial biases in AI and machine learning (e.g. in recruitment software, facial detection systems and voice assistants); (3) sociology of organisations; (4) critical data studies and data justice, such as data feminism; (5) social data science; (6) information sciences; (7) fairness, accountability and transparency in machine learning; (8) qualitative and/or quantitative research methodologies.	D	A&I
<b>Communication</b>		
Excellent communication skills in writing, speaking and distilling information.	E	A&I
<b>Teamwork and Motivation</b>		
Interpersonal skills relevant to collaborating and working as part of a multi-disciplinary team and communicating with stakeholders in academia, the public sector, and industry.	E	A&I
Highly motivated and committed to achieving the project goals.	E	A&I
<b>Liaison and Networking</b>		
Ability to disseminate research findings and engage with internal and external stakeholders in-person and via blogs, social media and other outlets.	D	A&I
<b>Planning and Organising</b>		

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Ability to work flexibly, prioritising tasks to meet deadlines and maintaining a high standard of accuracy and attention to detail.	<b>E</b>	<b>A&amp;I</b>
Demonstrable organisational skills.	<b>E</b>	<b>A&amp;I</b>
<b>Analysis and Research</b>		
Experience supporting research including desk-based literature review, information retrieval, content analysis and summary, and compiling and formatting bibliographic and review material.	<b>E</b>	<b>A&amp;I</b>
<b>Other Requirements</b>		
Demonstrable interest in the mission of the Alan Turing Institute, and in exploring the real-world impact of cutting-edge technology.	<b>E</b>	<b>A&amp;I</b>
Commitment to EDI principles and to the Organisation values.	<b>E</b>	<b>I</b>

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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](mailto:recruitment@turing.ac.uk).

**CLOSING DATE FOR APPLICATIONS: 23<sup>rd</sup> March 2023 at 23:59**

## TERMS AND CONDITIONS

This full-time post is offered on a fixed-term contract until December 2024 with the likelihood of extension subject to funding. The annual salary is £38,236 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](mailto:HR@turing.ac.uk).***