Senior Research Community Manager - People in Data

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 500 researchers, a rapidly growing team of in-house research software engineers and data scientists and a business team.

BACKGROUND

The UK is a global leader in science and research innovation, and data is at the heart of it. The importance of unlocking the power of data in the UK has been recognised in many government and public sector strategies, from the UK National Data Strategy, to more recently the Goldacre Review, "Data Saves Lives", the "Reproducibility & Research Integrity" Report, and the UKRI strategy. However, organisations often fail to maximise the potential of data due to a range of challenges related to access, formats, reliability, completion, and readiness. This is compounded by a lack of data skills across many sectors and a lack of effort to systematically address these challenges.

The **People in Data Project** at the Turing institute aims to establish a Data Professional Community Hub – "People in Data" - across the UK's broad data science ecosystem. Our project will bring together a connected network of existing communities but also create a community space for data professionals that do not identify with existing communities. We will map existing skills needs, resources, and engagement opportunities within the community, identifying gaps that can be addressed through the development of new training materials. We will run a Data Champions scheme to further engage data professionals from different organisations and diverse domains. Additionally, we will create a formalised business case for how to sustain this network, which could include plans for a data professionals society or merging into an existing community space. To establish this expansive community, we are bringing together a group of organisations from various domains and sectors, who will form a core working team and advise us on shaping a roadmap for setting up the community. The ultimate goal is to position this community as a national resource for all data professionals to engage with and not only address current skill gaps, but also contribute to the broader development of the data science landscape.

The Tools, Practices and Systems (TPS) programme at the Turing represents a cross-cutting set of initiatives which 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. One of the Institute's Core Capabilities, we seek to build trustworthy systems, embed transparent reporting practices, promote inclusive interoperable design, maintain ethical integrity, and encourage respectful co-creation.

The Turing Way is an open source community-driven guide to reproducible, ethical, inclusive and collaborative data science. Our goal is to change the culture of data science and to provide all the information that data scientists in academia, industry, government and the third sector need through the project lifecycle to make sure their outputs are responsibly designed, deployed and reused.

We are recruiting a Senior Research Community Manager who will work to establish and maintain the People in Data community and who will work to mentor, train and embed expertise from the TPS, *Turing Way*, and broader open source data science communities within the People in Data Project and beyond. Their goal is to ensure that the People in Data community members have the skills, opportunities and support required to deliver FAIR (findable, accessible, interoperable and reusable) outputs that are greater than the sum of their parts, responsibly deployed, and scale to be sustainable beyond the end of their current funding cycle.

ROLE PURPOSE

The People in Data Senior Research Community Manager will create, nurture and protect the conditions required for successful collaboration and technical communication across the People in Data Project and Community. The postholder will need to embody core values of *stewardship*, *compassion*, and *collaboration*, in addition to their commitment to equality and inclusion as described in the Turing's Values.

The data professionals ecosystem is diverse, and practitioners and stakeholders come from a range of backgrounds both in terms of their lived experience and their academic domain expertise. The ideal candidate for the People in Data Senior Research Community Manager will be familiar with different data professionals' roles and responsibilities, and those of other notable stakeholders, and treat every member of the community with compassion. They will develop and grow their understanding of the Data Professionals landscape in the UK with the People in Data community, and support Turing staff to share and promote opportunities within their respective projects. They will understand and communicate how the three Turing-hosted workstreams complement each other and connect partners with project and community opportunities to drive forward engagement and community growth.

As a steward of their community, the Senior Research Community Manager will see how individual pieces including Turing members' expertise, partner organisations, Turing University Network, wider UK data professionals community, community strategy, and future plans fit together as a whole. The postholder will surface implicit knowledge and make information explicit so that everyone who wants to can participate. As a member of the Turing's Research Community Management team, the postholder will work with other research community managers to support community members 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.

The People in Data Senior Research Community Manager will collaborate with experts in the Turing community and beyond. They will ensure that everyone understands - to the extent that they need to – best practices such as data and ML model standards, computational reproducibility, open source practices, project management, cross sector leadership and technical translation skills, and responsible research and innovation practices. They will be an active contributor to *The Turing Way*, acting as a bidirectional conduit to implement best practices for reproducible, ethical, inclusive and collaborative data science. 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 be responsible for connecting the project with the Turing community, Turing partners, Turing University Network and the wider UK data professionals community. The People in Data Senior Research Community Manager will be line-managed by Dr Emma Karoune, Co-lead investigator of People in Data Project. They will report to and closely work with Dr Annie Mallon, PI and Director of the Turing's Research for Data Team.

DUTIES AND AREAS OF RESPONSIBILITY

- Drive engagement among the key stakeholders of the People in Data Community at the Turing Institute, leveraging external partners, the Turing University Network and the wider UK data professionals community to maximise the impact of the Turing's work in the UK wide data professionals community.
- Convene, connect and nurture a national community of stakeholders from across the data professionals ecosystem in the UK, Academic, Industry, Civil Society, Government and the Third Sector.
  - o Convene key stakeholders for the People in Data Community from across the UK, including data wranglers, data stewards, researchers and other experts in data.
  - o Chair working group meetings and facilitate the development and prioritisation of their engagement pathways across the People in Data project.
  - o Co-develop and refine the scope of a three-year roadmap, and the roadmap implementation plans (after the scoping stage) for establishing and maintaining an active open community through stakeholder involvement.
  - o Co-create an ideal collaborative environment to mentor and support the wide range of stakeholders while effectively engaging with the People in Data community.
  - o Co-create frameworks to prioritise objectives and define measures of success.
  - o Contribute to the development of case studies from their work and other evidence of their impact.
- Lead scoping, design and implementation of the Data champions scheme (Fellowship scheme) to effectively embed champions as advocates for the People in Data Community in organisations where there is an identified need.
  - o Lead co-development of the Data Champions scheme application process and documentation for implementation.
  - o Implement the Data Champions scheme to recruit approximately 10 champions.
  - o Support, mentor and nurture the Data Champions cohort with regular meetings, training and other opportunities to allow them to flourish in the People in Data Community and beyond.
  - o Record metrics for the scheme to report impact and future directions.
- Collaborate with the People in Data Team on skills and training mapping, developing and disseminating new training materials, and the development of a business case for sustainability of the Data Professionals Community.
  - o Work closely with the Skills officer to co-develop personas for the People in Data Community and identifying knowledge, skills, and behaviours for these personas.
  - o Contribute to the centralisation of existing open training resources with particular responsibility for identifying relevant resources from People in Data Community members.
  - o Contribute to the development of new training materials and support the dissemination of training through in-person, online and self-study formats and open and FAIR archiving of the materials for wider reuse.
  - o Identify and engage relevant stakeholders to advise and co-create a business case for the sustainability of the Data Professionals Community.
- Represent the Turing's People in Data team and their projects where appropriate in the Data Professionals network to establish, grow and maintain the People in Data Community.
- Implement open source and community building practices - as established by the TPS Research Community Management team, the TPS Programme, *The Turing Way* and beyond - to ensure that team members maintain the highest standards of reproducible, ethical, inclusive and collaborative data science in their work. Some - but not all - of these practices include:
  - o Onboard and welcome new members to the People in Data community. 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.

- o Organise synchronous regular meetings or actively engage with communities asynchronously, for example, on distributed communication channels such as Slack and by maintaining public and private GitHub repositories to document ongoing work.
  - o Design, organise and facilitate innovative, inclusive events - remote and in-person - for a broad range of community members and collaborators of People in Data. 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.
  - o Review technical resources and training plans delivered from the Turing-hosted projects. Support community members to participate in collaborative reviews using pull requests (GitHub) or merge requests (GitLab). 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.
  - o Promote the open and sustainable creation and use of research outputs by facilitating high-quality analysis, modelling and reporting documentation, and training materials, in collaboration with researchers, developers and domain experts.
  - o Curate and finalise regular newsletter updates to capture impact stories, showcase community member contributions, and share progress for both internal and external audiences.
  - o Attend regular team meetings, collaborate with other TPS researchers through co-working sessions, share knowledge from their project, in *The Turing Way* and participate in broader discussions on research best practices at the Institute.
  - o Embody the principle of being 'as open as possible, as closed as necessary' to maintain the balance between transparent reporting and maintaining sensitive data security where necessary.
- Be an active community member of The Turing Way project. This includes but is not limited to
  - o Identifying the need for community workflow and processes in People in Data, curating best practices from The Turing Way and integrating them into their work. This also includes highlighting gaps in the current material, writing new content and engaging members from the Turing to share knowledge from their work openly.
  - o Presenting the project and training new audiences in practices related to open source, reproducibility, collaborative research and ethics. Welcoming members of the Turing project communities to engage in The Turing Way and contribute to the design of governance and decision-making processes.
  - o Learning about community infrastructure and resources for communications, collaboration, peer-production and sharing process, and adopting them in making the Turing projects as open and collaborative as possible.
- 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.
- Publish - as a lead or co-author - research articles, open source training materials, case studies, *Turing Way* chapters and/or perspective, opinion and commentary articles, as appropriate.
- Contribute to the research aims and goals 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 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.

The Alan Turing Institute

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.	E	A
Bachelor's or Master's Degree in a discipline which provides a good basis for understanding statistics, data science, and programming.	E	A
Knowledge and Experience		
Experience managing, structuring and analysing research data.	E	A/I
Experience in basic coding skills in any programming language.	E	A/I
Experience in Git for version control and Github or GitLab for project management.	E	A/I
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, and literate analysis tools such as Jupyter and Rmarkdown).	E	A/I
Experience working in open research, open source software, participatory and community-led co-creation or team science.	E	A/I
Experience in contributing to, maintaining and/or leading open source research software projects.	E	A/I
Knowledge of, or interest in learning about facilitating research using sensitive health data, or other sensitive data, including an understanding of information governance requirements.	E	A/I
Track record of publishing articles, FAIR data sets, and/or open source software libraries for an academic audience.	E	A/I
Experience working in domain-specific and multidisciplinary projects related to any data science related domain.	D	A/I
Communication		
Outstanding communication skills, both oral and written. The postholder will routinely be required to communicate more complex, specialist or conceptual information clearly and persuasively, presenting compelling arguments to influence.	E	A/I
Teamwork and Motivation		
Effective and inclusive teamwork is essential for success in this post. The post holder will be required to lead, oversee and monitor the progress of key deliverables and timescales and take appropriate action to deal with any issues or problems.	E	A/I
Project Delivery or Project Management		
Supports community members by identifying and adapting research processes to meet stakeholders' needs. Takes action to resolve issues and identifies ways of improving processes to avoid repeated challenges.	E	A/I
Planning and Organising		
Ensures work is completed in line with the community project team & objectives.	E	I

Analysis and Research		
Gathers data rigorously and conducts robust analysis and challenges the status quo by questioning assumptions and existing knowledge. Reports findings to the wider community and is able to withstand challenges by relying on evidence gathered and processes used for analysis.	E	A/I
Other Requirements		
Commitment to EDI principles and to the Organisation values.	E	I

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.

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 email us at recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: SUNDAY 19 MAY 2024 AT 23:59 (LONDON, UK GMT)

We reserve the right to close this vacancy early or to interview suitable candidates before the closing date if enough applications are received.

TERMS AND CONDITIONS

This full-time post is offered on a fixed term basis until 31 December 2026. The annual salary is £51,476 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 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 adjustments@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***.***