

The Alan Turing Institute

SKILLS OFFICER - DSG

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.

ROLE PURPOSE

The Institute is recruiting a Skills Officer to oversee the delivery of [Data Study Group \(DSGs\)](#) events. The Skills Team was formed in 2021 and we lead on several projects to advance our Institutional goal focused on *Build Skills for the Future*. In delivering our strategic objectives, we create placement and knowledge exchange programmes, we offer opportunities to learn and apply skills, and we engage directly with businesses, organisations and government bodies to support AI adoption and to inform relevant Skills work. In 2023 the Institute launched its Strategy (more information [here](#)) and as we are currently at the implementation phase of Turing 2.0, it is an exciting time to join the team and the Institute more broadly.

We are looking for an individual to bring in new ideas and experience to the team, working with academic, government and industrial partners, internal teams and end users to develop and deliver Skills programmes. Candidates for this role can come from data science and artificial intelligence backgrounds, or they may come from a more generalist background in policy, tech, education or academia. and they should have an interest in how data science and AI are changing society and our ways of delivering impact. Typical responsibilities include event planning and management, recruitment, monitoring and supporting partner organisations and academics, as well as developing and delivering training course materials. They will have a desire to create learning environments and opportunities in which our communities can identify their skill gaps and access opportunities to strengthen and grow their skills. We are looking for an individual with experience in project management, stakeholder engagement and collecting and reporting impact data. Most important, we are looking for an individual willing to innovate and who thrives in dynamic environments adopting agile ways of working.

The successful candidate will be joining the [Skills Team](#) and they will be line managed by the Applied Skills Programmes Manager, while working with other teams across the Institute. The Skills Team is a central Turing resource, and it is connected with a number of teams including Partnerships, Programme Management Unit, [Tools, Practices and Systems Programme](#) as well as the [Research Software Engineering Group](#). All Skills Officers are expected to increase links across the institute and to build connections with the wider Turing community and our Skills collaborators and partners. They will engage externally with a wide range of stakeholders from industry, government, third sector as well as academia.

Data Study Groups are an award-winning flagship Turing programme that looks to present researchers real-world

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data science and AI challenges to put their skills into practice. It is a sprint research activity aimed at PhD level researchers with industry, government, and third sector as well as applied academic projects. It is primarily a learning and knowledge exchange opportunity for both researchers to apply their academic skills into real world contexts, training and upskilling the leaders of tomorrow, as well as our industrial collaborators who learn from them. It opens the possibilities for new research directions and can have a transformative impact on research pathways and R&D.

Primary objectives of the programme are:

- Prepare the data science and AI pioneers of tomorrow by demonstrating and experiencing the power of interdisciplinary teams
- Engendering creative solutions and ways forward for real-world problems
- Generating new research directions across the entire landscape

DUTIES AND AREAS OF RESPONSIBILITY

At the team level, we are looking to build capacity in the strategic priority areas under the *Build skills for the Future* goal. A Skills Officer typically works on multiple projects or events concurrently, while having full ownership of an area of work or larger project aligned with their skills, knowledge and interests, and ensuring at the team level they are able to cover all required business needs.

Areas of responsibility for this role include:

- Plan, develop and deliver Data Study Groups and its variants.
- Manage 2 – 3 Data Study Group events per year at different maturity stages and involving a range of stakeholders:
 - Facilitate discussions and / or make decisions relating to operational processes, and ensure smooth running according to the agreed project roadmap and to support key performance indicators / impact metrics.
 - Draft and update documentation to ensure that resources, processes and guidelines are easy to find for new starters and existing team members alike.
 - Manage the project budget, process payments and forecast expenditure ensuring cost effective approaches.
 - Assess and monitor risk, keep records and be accountable of anticipated risks and relevant mitigations, and escalate as required.
 - Coordinate project-relevant meetings, aiming to bring together stakeholders to meet on a regular basis and to build trust and accountability.
 - Represent and champion the project in meetings and appropriate opportunities, such as the annual conference AIUK or team-tour meetings.
 - Ensure compliance within the project and appropriate documentation in place, such as data protection and equality impact assessments, ethics approvals, and other Turing or project specific compliance requirements.
- Engage with a range of stakeholders, e.g. DSG challenge owners, university partners, students and researchers, to ensure the Data Study Group and it's learning interventions under the role remit continuously reflect community need:
 - Proactively engage in consultations and scoping discussions for prospective collaborations, ensuring a constant pipeline of partnerships with regards to experiential peer-to-peer learning and knowledge exchange activities
 - Manage various aspects of stakeholder engagement.
 - Represent the team in relevant meetings and committees ensuring ongoing alignment and negotiation between stakeholders towards a clear end goal.
 - Maintain ongoing communication and successful relationships with relevant stakeholders including suppliers, subject matter experts, funders as well as internal Turing teams.
- Design, organize and facilitate innovative, inclusive events - remote and in-person - for a broad range of community members and collaborators of the Data Study Groups. These can range from small group-focused meetings, through 'coffee chats' to build engagement in the community, networking and showcase events, to collaborative contribution events such as hackathons, documentation sprints, or design scoping workshops.

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- Build, deliver and / or signpost to ongoing opportunities for the communities under the role remit to nurture the community, and to create engagement pathways to the Data Study group's wider network. Together with the team and the wider organization, ensure there is appropriate infrastructure and processes to offer two-way engagement prior and post events taking place.
- Communicate Skills-related 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 audiences.
- Collect data, draft reports as per the project needs, and be accountable for the following:
 - Manage promotional campaigns for the Data Study Group, track engagement.
 - and feedback, and make data informed decisions relating to the project delivery.
 - Design evaluation approaches, based on team templates and in line with the project goals, collate and analyse data, and act on the findings to ensure ongoing improvement.
 - Continuously seek to develop communication to highlight outputs and impact delivered through the skills interventions under each project (blog posts, impact stories, learner spotlight series etc).
- Be and active member of the Skills Team and of the Turing community – this includes but is not limited to:
 - Support the team as per business needs to ensure resilience and capacity, particularly where there is a resource gap.
 - Build productive relationships with other Turing teams and collaborators.
 - Adhere to tested tools, practices and systems adopted by the team, while seeking to actively contribute to improving our ways of working.
 - Embody transparent and collaborative working, for example, by using GitHub project boards, Slack, Teams open channels etc.
 - Promote open science and collaborative work, capitalising on the expertise of our communities to co-design and contribute to our skills opportunities and our engagement platforms.
 - Work towards ensuring accessibility, inclusion, outreach and widened participation for our activities and resources.
 - Be an active contributor to wider skills activities at the Turing, and work towards ensuring our projects are clearly communicated, visible to the public or relevant stakeholders, and offer ways to engage with the project team.
 - Promote and reinforce the code of conduct in all events and opportunities, acting as a first point of contact for any issues under the role remit, and escalate appropriately.
 - Uphold the Turing values and our principles, and actively contribute to the strategic objectives of the Skills Team, and those of the Turing Institute more broadly. Share the responsibility of embedding our ethical values in Skills processes and outputs and promote equitable and inclusive practices in Skills 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	Essential (E) Desirable (D)	Tested at application (a) Tested at interview (i)
Post holders will be expected to demonstrate the following:		
Education/Qualification		
Specialist qualification or relevant experience in Project or Event management	D	A/I
Graduate or postgraduate degree in a discipline which provides a good basis for understanding the research & innovation areas of the Institute or equivalent work experience	E	A
Knowledge and Experience		
Comfortable communicating and successfully engaging with a range of different audiences, from senior collaborators, internal and external experts to learners at different career stages. Experience with engaging multiple stakeholders within projects, ensuring the needs of each stakeholder are defined and accounted for in relevant activities	E	A/I
Experience in managing complex projects with competing deadlines, and a range of time-bound deliverables and outcomes.	E	A/I
Experience in facilitating group sessions and / or roundtable discussions for a range of audiences (including direct users and educators)	E	A/I
Ability to gather data rigorously and to conduct 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
Track record in successful design, planning and delivery of showcase and / or networking events, or hackathons	D	A/I
Experience in assessment of quality and impact assessment of learning interventions, and proven track record of acting on feedback	E	A/I
Experience in conducting skills needs analysis assessments using surveys, user research methods and / or stakeholder consultations, and reporting accurately and clearly the results	E	A/I
Working knowledge of content creation / curation on online learning environments e.g., Moodle or other LMS	E	A/I
Experience in community management, or working with and building engagement with specific user communities	D	A/I
Experience or a demonstrated interest in open science and open training through working knowledge of good open science practices or through supporting individuals to reuse and adapt learning materials	D	A/I
Experience in using relevant data science tools such as GitHub for project and community management, Slack for collaboration and community building, Zenodo,	D	A/I

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Miro and other business tools (e.g., Customer Reference Management, Grant Management)		
An interest in and appreciation of challenges and incentives facing stakeholders across the AI and Data Science research and innovation ecosystem	D	A/I
Experience in development, delivery or support of learning activities, or of working in a higher education or other professional setting	D	A/I
Knowledge and experience of setting up and / or maintaining user-facing engagement platforms (including the setup of processes, branding and technical aspects)	D	A/I
Communication		
Excellent communication skills in written and spoken forms and a solid understanding of tailoring the communications to different audiences and different engagement platforms	E	A/I
Service Delivery		
Ability to analyse stakeholder requirements and provide a high level of service when responding to queries	E	I
Proactive in identifying trends and recommending changes to improve service	E	I
Ability to follow protocols and standard operating procedures to ensure consistency and compliance across our projects	E	A/I
Able to provide training on standardised tasks or procedures	D	A/I
Liaison and Networking		
Proven ability in active collaboration and promotion of collaborative achievements. Proven ability in networking within an organisation to share knowledge	E	A/I
Other Requirements		
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 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 cover letter (maximum 800 words) highlighting what skills and experience you would bring to the team, and your alignment to the role skills and requirements. We are looking for diverse candidates with a breath of skills and we encourage you to emphasise on your particular candidate profile, and what makes you stand out. We encourage you to use headings or formatting to subdivide your cover letter.

We are advertising a different role in the team (Skills Officer - BridgeAI), both roles will be shortlisted at the same time after the closing date. On your cover letter, please indicate if you wish to be considered for both roles.

If you have questions about the role or would like to apply using a different format, please contact us on 020 3862 3536 or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 9 July 2024 at 23:59

TERMS AND CONDITIONS

This full-time post is offered on a fixed term basis for 2 years with possible permanent change after 12 months. The annual salary is £39,189 to £41,097 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.