

The Alan Turing Institute

TRAINING OFFICER

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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 400 researchers and a talented business team.

THE ROLE

As a recently founded national institute we are now entering an exciting stage of developing an understanding of the national training landscape, identifying opportunities and beginning work to meet real need in the area of data skills training.

The Training Officer will work to ensure that the opinions, experience and expectations of academia, industry, learned organisations and government are met in the practical training that the Institute coordinates and delivers.

This will include both the in-house provision serving our educational programmes (including but not limited to postgraduate programmes) and contributing to larger scale projects including leading on the development and delivery of the Turing Internship Network (a national network of internship opportunities to place doctoral researchers into leading companies) and our Turing Masterclasses (a series of two-day workshops developed for doctoral students from across the UK).

This is an exciting opportunity for someone with a background in a discipline relevant to data science and our core capabilities and an interest in researcher development and training. This includes those who have recently completed a doctorate or postdoctoral researchers exploring a transition out of research and into an academic related role. You will have the opportunity to

contribute to a rapidly expanding programme of work, and to interact with the leaders in data skills training and policy within the UK.

The Training Officer reports to the Head of Researcher Development and Training and will work with the Academic Services Manager within the Researcher Development and Training team.

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities may evolve and change to align with current work packages but will include:

National provision:

- Coordinating the development and delivery of the Turing Masterclasses (a series of two-day workshops) for the new Centres of Doctoral Training throughout the UK
- Establishment, maintenance and growth of the Turing Internship Network and other short-term placement schemes
- Supporting our university partners in coordinating Turing-led training activities throughout the network
- Benchmarking our provision against the national landscape, horizon scanning and communicating trends to relevant Institute members
- Supporting the delivery of the Turing's skills strategy, this may include activities such as training at scale
- Working with the Data Skills Taskforce and its members on national strategies for data skills development

In-house provision:

- Contribute to the development and delivery of training for the postgraduate level programmes within the Institute e.g. data science classes / researcher development activities
- Support the work of the Training Steering Group in understanding and guiding the training strategy
- Direct delivery of training activities that are relevant to your academic background and experience
- Evaluation of the current and future skills needs of Turing researchers and their relationship to the research landscape within the Institute
- Maximise the value-for-money of developed resources by facilitating sharing of ideas and outputs across the research programmes
- Evaluation of the quality and impact of training provision within the Turing
- Creation and curation of in-house training material including the development of a Turing Virtual Learning Environment

Researcher Development and Training programme support

Contributing to the running of the postgraduate level programmes as required by the Academic Services Manager

Supporting the Head of Researcher Development and Training with strategic projects relating to training and learning

Acting as a source of information and experience relating to data science expertise for the Researcher Development and Training team

Supporting other teams within the Institute at the request of the Head of Researcher Development and Training or Academic Services Manager

PERSON SPECIFICATION

The successful candidate will demonstrate the following:

Essential

- Postgraduate qualification in a discipline relevant to data science / artificial intelligence or equivalent experience
- Ability to research and summarise a broad range of data skills opportunities and to discern the quality of the resources
- Ability to analyse data using relevant software packages e.g. R or python.
- Experience managing complex projects involving multiple stakeholders backed up with strong organisational skills
- Ability to work flexibly, under pressure and to tight deadlines
- Experience of working co-operatively and effectively with academic and professional colleagues
- Ability to work well independently and as part of a team
- Work pro-actively, demonstrating a high degree of initiative
- Excellent communication skills (written and verbal and oral)
- Proactive approach to developing relationships with a wide range of academic and non-academic contacts
- Ability to evaluate training outcomes and use the information to inform future developments
- Commitment to implementing equality and diversity best practice within the workplace

Desirable

- Experience and interest in teaching and learning in higher education and other levels
- Previous experience of coordinating successful training events or coordinating internship / placement programmes
- Understanding of the development needs throughout the post-graduate student life-cycle
- Demonstrated understanding of research environments
- Experience of VLE platforms and delivery (e.g. Moodle)
- Awareness of career progression opportunities graduates in data science disciplines
- Commitment to continuing professional development

APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button below. You will need to register on the applicant's portal and complete the application form including your CV, covering letter and contact details for your referees. If you have questions or would like to discuss the role further with a member of the Institute's HR Team, please contact them on 0203 862 3394 or email jobs@turing.ac.uk or contact Dr Ben Murton, Head of Researcher Development and Training.

TERMS AND CONDITIONS

This is a fixed-term employment or secondment opportunity from someone from a University Partner for 12 months. The post will be held primarily at the Institute's site at the British Library, Euston Rd, London. The salary range for this role is £30,000-£35,000 (dependant on skills and experience), plus an excellent benefits package you can review [here](#).

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.

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.