

# Saxton Bampfylde



## **APPOINTMENT OF DIRECTOR, ADA LOVELACE INSTITUTE**

### **AN INTRODUCTION**

### **SEPTEMBER 2018**

## 01 AN INTRODUCTION

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Thank you for your interest in our organisation and in this new role.

The Ada Lovelace Institute is a new research and deliberative body, funded and incubated by the Nuffield Foundation. With £5 million secured for its first five years (up to 2023), and a mission to ensure that data and artificial intelligence (AI) work for people and society, the Institute is already taking a lead on the interaction between data, ethics, and artificial intelligence in the UK and is beginning to represent this internationally. The Institute has been created through a Nuffield Foundation partnership, working closely with the Alan Turing Institute, the Royal Society, the British Academy, the Royal Statistical Society, the Wellcome Trust, the Omidyar Network's Governance and Citizen Engagement Initiative, techUK and the Nuffield Council on Bioethics.

The Nuffield Foundation is an independent charitable trust, established in 1943 by Lord Nuffield, founder of Morris Motors. The Foundation funds **research, analysis, and student programmes that advance educational opportunity and social well-being across the United Kingdom.** It has long been at the forefront of addressing the ethical questions raised by scientific advancements. In 1991, it established the Nuffield Council on Bioethics, which has been influential in establishing ethical frameworks for policy and regulation relating to innovations in biology and medicine.

We are looking for someone who has experience of working at a strategic level, who will establish and support the leadership and the next steps of the Ada Lovelace Institute. You will have the desire to achieve highly strategic developments of data, AI or technology for social good, and to work collaboratively on effective approaches to this with executive staff, board and partners. Leadership of the Institute's research and development programmes and an ability to quickly grasp complex subjects will be essential to connect cutting edge communities in academia, industry, the public sector and civil society. You will shape organisational strategy, and will integrate new funding and activities in to the work of the Institute. You will also be able to communicate finely balanced judgements and recommendations in the public domain.

This important and influential new role will provide you with a tremendous opportunity to establish an ambitious new Institute working with an unparalleled range of partners, and will support the case for, and establish its, sustainable onward funding. The Institute's development will in turn contribute to the delivery of the Nuffield Foundation's ambitious strategic agenda for the next four years.

The Director will be responsible for the delivery of the Institute. They will appoint the Institute's executive team, will enable the work of the board, working groups and partnerships, they will represent its mission and shape an organisational strategy to ensure that the Institute meets its aims.

Key aspects of the role will include strengthening the rigour and the impacts of research on ethical practice; upholding and expanding the diversity of voices representing ethical issues; and informing the thinking of governments, industry, public bodies and civil society organisations in the UK and globally.

An Executive Chair has now been appointed – Sir Alan Wilson – who will work with the future Director during the initial 18 month development phase.

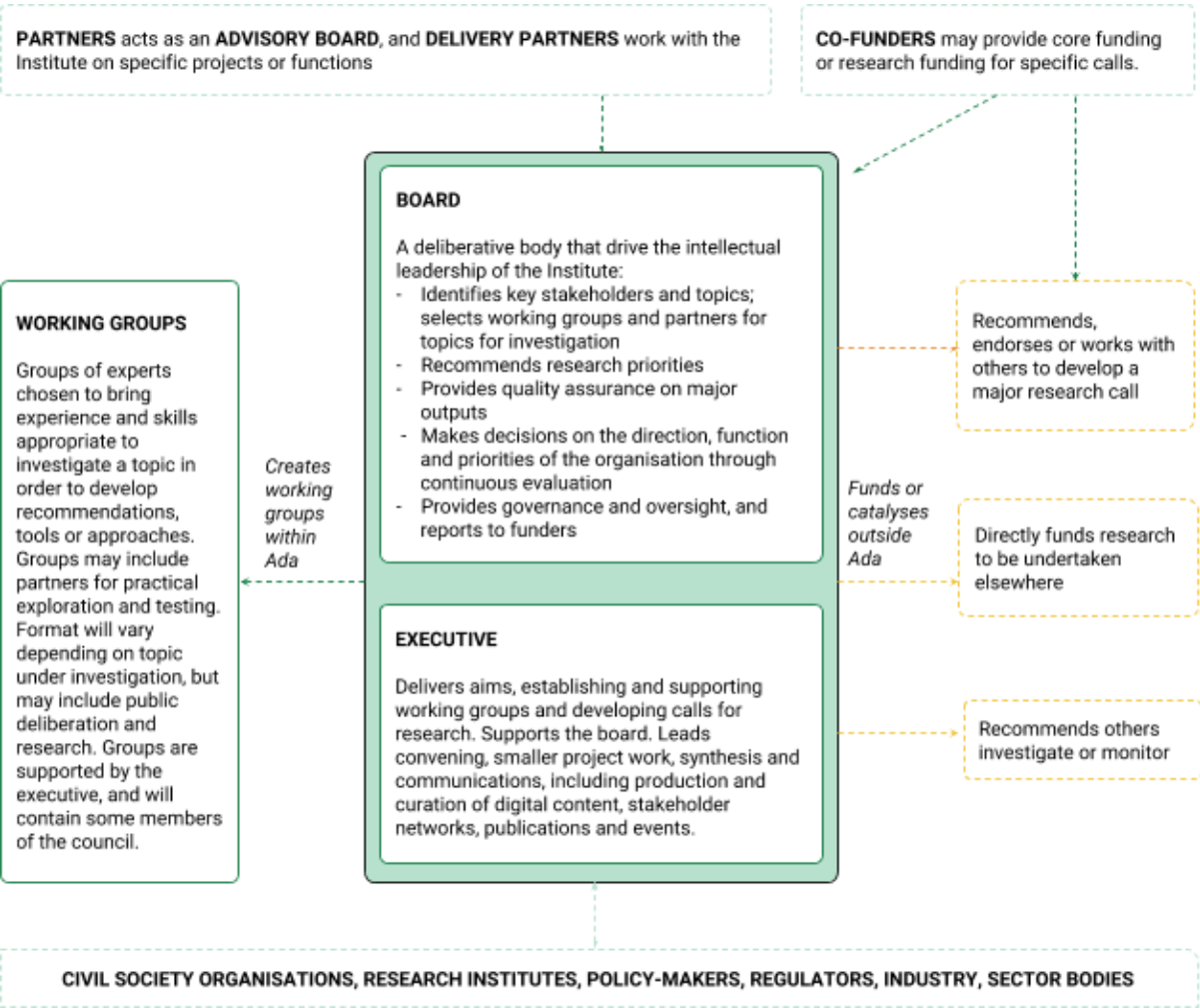
# 02 BACKGROUND

The Ada Lovelace Institute is an independent research and deliberative body, with a mission to ensure data and AI work for people and society. It has three core aims, to:

- 1. Build evidence and foster rigorous research and debate on how data and AI affect society as a whole, and different groups within it.
- 2. Convene diverse voices to create a shared understanding of the ethical issues arising from data and AI.
- 3. Define and inform good practice in the design and deployment of data and AI.

In working toward these aims, the work of the Ada Lovelace Institute will span public, private and civil society sectors in the UK and will engage internationally. Its work will form an important collective endeavour on which others working in research, development and industry will build.

The following schematics set out the intended operating model for the Institute



## 03 THE ROLE

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**Job title:** Director, Ada Lovelace Institute

**Reports to:** Executive Chair (Sept 2018 – March 2020)

**Job type:** Permanent. Funding is currently secured until 2023.

**Location:** Central London

**Job aims:** To establish and develop the Ada Lovelace Institute, providing strategic and operational leadership, recruiting and leading the executive team, overseeing finances and developing the future funding model. To work closely with the Chair and with Board members to agree strategy, work plans and research projects.

### Key Responsibilities

#### Develop and lead the executive team

- Develop resource requirements, the structure and roles necessary to enable the Institute to deliver its aims.
- Appoint team members and develop the executive team.

#### Strategic and operational leadership

- Plan and report on the strategy and future work of the Institute; set priorities and manage the Institute's portfolio of work.
- Working in conjunction with the Executive Chair, provide advice to the Board on the identification of issues for study, agree agendas and papers for Board meetings, and attend Board meetings.

#### Financial responsibility and future funding

- Responsible for oversight and management of the Ada Lovelace Institute budget which presently amounts to £5 million over the secured funding period (September 2018 – September 2023).
- Set the Institute's annual budget and monitor income and expenditure.
- Financial reporting to the Board, the Nuffield Foundation as well as any co-funders as/when appropriate.
- Develop future funding models with the Board and external partners as appropriate

#### Manage institutional relationships

- Develop relationships with current and future partners and funders to promote and work of the Institute and ensure longer term support.
- Engage the support of the Nuffield Foundation's Directors of Finance and of Human Resources, and key 'back office' roles that are offered and housed by the Foundation.

### **Develop the profile of the Institute**

- Develop the profile of the Institute to maximise impact and further the aims of the organisation
- Ensure that the Institute is extremely well represented externally, through the media, presentations, conferences etc., and with key audiences, including governmental and regulatory bodies; research and funding councils; industry; the charitable and civil society sector; learned societies and professional bodies.

### **Ensure effective running of working groups and programmes toward priorities for research, deliberation and engagement**

- Overall responsibility for establishing and running working groups, their production of reports and activities for impact.
- Support members of the Executive and the Board in their delivery of working groups / work programmes and in the undertaking of high-quality work.

### **Evaluation and impact**

- Ensure that there is an evaluatory framework for review with the Board of the Institute's scope of activities, progress and impact, considering achievements during the Development phase (to April 2020) and developing plans for the next stage of development.

## **04 PERSON SPECIFICATION**

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### **Skills**

- Strong leadership skills
- A highly skilled communicator and networker
- Established strengths in financial management, including budgetary and business development
- Capable of quickly understanding and representing complex topics and issues, and their relevance, forging consensus and driving forward shared research agendas

- Relationships and influencing: skilled in building relationships with a wide range of diverse groups and stakeholders

## Experience

### Essential

- Demonstrable experience of developing and leading new initiatives
- Working at pace to deliver high profile projects or initiatives
- Developing high performing teams
- Convening and facilitating the meeting of mixed groups, maintaining impartiality where appropriate and upholding respect for different individuals and cultures
- Developing external relations, growing an organisation's external reputation and audience, and representing an organisation to public and media audiences.
- Domain expertise that closely relates to the mission and/or approaches of the Ada Lovelace Institute, e.g. the development of data, artificial intelligence, or ethical practice; the development of multi-stakeholder programmes and partnership projects; organisation design.

### Desirable

- Working across more than one industry sector e.g. private sector, academic, civil society, or government.
- Working with charity governance structures: board of trustees, advisory board, or similar.
- Working internationally to situate work in a global context.

### Personal attributes

- Strategic vision.
- Delivery-focussed but open and flexible in approach.

## HOW TO APPLY

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Saxton Bampfylde Ltd is acting as an employment agency advisor to The Nuffield Foundation and Ada Lovelace Institute on this appointment.

Candidates should apply for this role through our website at **[www.saxbam.com/appointments](http://www.saxbam.com/appointments)**, using code **BAAUE**.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on Monday 1 October 2018.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*