

JOB DESCRIPTION			
Job title	Researcher	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	
Job type	Permanent	Date created/amended	
Job aim	<i>To support the work of The Foundation by carrying out relevant research, drafting and editing of papers and reports and overseeing the management of information resources</i>		
Key responsibilities: Including but not limited to			
1. Researching and drafting			
	<ul style="list-style-type: none"> ▪ Conduct research, gathering information and analysing data across a variety of disciplines ▪ Drafting and editing papers and reports, organising meetings. ▪ Ensure the accuracy of factual statements made in all documents. 		
2. Information resources			
	<ul style="list-style-type: none"> ▪ Oversee the management of information resources ▪ Identify appropriate and competitive resources and supplies including for example printers, designers, typesetters and copy editors. ▪ Provide internal copy editing and proof-reading. 		
3. External relations and engagement			
	<ul style="list-style-type: none"> ▪ Attend external meetings on behalf of the Institute, for the purpose of keeping up-to-date with developments relating to potential, current and previous work and wider issues in the field of AI. ▪ Develop working relationships with organisations and individuals relevant to the work of the Institute ▪ Assisting with organisation and effective delivery of engagement activities 		
4. Other			
	<ul style="list-style-type: none"> ▪ Providing research support to other projects across The Foundation, where time allows. ▪ The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested. 		

Person specification	Essential (E) or Desirable (D)
Experience	
Experience of a range of social research techniques and excellent drafting skills (whether through experience or academic training)	E
Experience of working in a policy or industry environment, such as international organisations, government agencies, think tanks or learned societies; or experience in tech companies or consultancies	HD
Experience of writing on complex topics for a general audience	D
Experience in setting up research collaborations involving multiple stakeholders	D
Experience with research planning and coordination, working with committees or working groups	D
Experience of methodological and theoretical foundations and experience doing fieldwork, research or data collection at the intersection of technology and society	D
Knowledge and Skills	
A keen and demonstrable interest in issues of AI and data ethics, responsible research and innovation and wider policy	E
A relevant degree or preferably a Masters in either computer sciences, philosophy and ethics, law, history of science, or the social sciences	E
Ability to work with a diverse range of stakeholders	E
Editorial, synthesis and analysis skills	E
A willingness to continually learn and immerse oneself in the issues raised by the use of data and AI	E
Personal Qualities	
Flexible in approach	E
A collaborative approach to research and thinking, and a good team player	E
The ability to communicate research clearly	E