

JOB DESCRIPTION			
Job title	Researcher (Public Engagement)	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	Senior Researcher
Job type	12 month fixed term contract (possibility of extension)	Date created:	December 2020
Job aim	To support the work of the Institute by organising and coordinating a range of community and public engagement initiatives, in addition to undertaking research, drafting and editing of papers and reports.		
Key responsibilities: <i>Including but not limited to</i>			
1. Research and public engagement			
	<ul style="list-style-type: none">• Conduct desk research, gathering information and analysing papers and proposed forthcoming papers across a variety of disciplines (including policy documents, academic literature, primary research, official data sets etc.)• Support primary research (qualitative and quantitative) and community/public engagement for the Institute’s health inequalities research and public engagement programme, in partnership with the Health Foundation.• Draft and edit papers, reports and articles• Organise meetings, workshops and online events• Draft and produce presentations and speeches.• Provide internal copy editing and proof-reading.• Develop legislative, policy and industry recommendations		
2. Communication and external relations			
	<ul style="list-style-type: none">• This role requires confidence and the desire to engage with, listen to, and communicate with people from historically underrepresented and marginalised communities.• This role involves translating insights from that work into influencing health care policy and technology use, design/development.• You will attend and co-ordinate 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 health, data and AI.		
3. Other			
	<ul style="list-style-type: none">• Engage with and support other projects across the Institute, including working with the Communications team, Director, Head of Public Engagement and Head of Policy• 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), Highly Desirable (HS) or Desirable (D)
Experience	
Experience in influencing or researching health outcomes and/or background in working with marginalised or underserved groups (people from ethnic minority and Black backgrounds, LGBTQI, experiencing socio-economic disadvantage, gender/non-binary, disability, neurodiversity are just some examples). Please note that we understand 'experience' broadly and this can constitute lived experience.	E
Experience of researching the relationship between technologies and data-driven systems, and inequalities	HD
Experience of a range of community engagement/public engagement approaches and/or inclusive research techniques (whether through experience or training)	HD
Experience of project coordination in any professional context	D
Experience of writing on complex topics for a general audience	D
Experience doing fieldwork/public engagement, research or data collection on technology and society in any context	D
Knowledge and Skills	
A keen and demonstrable interest in public and community engagement, as well as in its intersection with technology development	E
Any undergraduate degree or relevant practical experience	E
A willingness to continually learn and immerse oneself in the issues raised by the use of data and AI	E
Ability to work with a diverse range of stakeholders, such as academics, technology developers, policymakers and more	HD
Editorial, synthesis and analysis skills	HD
Personal Qualities	
A commitment to equality, diversity and inclusion, and to addressing structural inequalities and injustice	E
Flexible in approach and comfortable adapting in a developing environment	E
A collaborative approach to research and thinking	E
The ability to communicate research and engagement work	E

A day in the life of an Ada team member

You will start your day whenever you like – most of the team are online by 10am, but some prefer to start early and finish early. We do not believe in strict adherence to working hours and prioritise productivity over clock-watching. We generally start the day by checking in on Microsoft Teams and letting our colleagues know what the day ahead holds. Every day will be different, and you will probably spend about half of your day in meetings or on calls – doing outreach and sharing information with stakeholders such as DCMS, peer organisations like Understanding Patient Data, or academics and researchers; coordinating external consultants, commissioned researchers or Working Groups; interviewing data scientists or policy people for research, or speaking to the occasional journalist.

You'll have daily interactions with our Comms team, keeping them abreast of work underway, collaborating on a comms strategy for a forthcoming output, or working together on a blog. You'll have a weekly check in with your line manager and other members of Ada's Senior Leadership Team. And you might be asked to join an all-Ada call to coordinate a consultation response, feedback on designs for the new website, or discuss organisational policy.

The other half of your day you'll spend designing public and community engagement initiatives, as well as researching and writing about them. It might be that you're writing a report on a recently finished piece of engagement research, such as a citizen jury, a series of community engagement workshops or an ethnographic study, or planning the coordination of an upcoming event or engagement initiative. You might be writing a synthesis report after spending weeks understanding the state of play with respect to a particular advancement in AI or algorithm accountability. You'll spend some time reading recent news articles, dipping into Twitter and catching up on important academic research in our field.