

<b>JOB DESCRIPTION</b>			
Job title	<b>Researcher</b>	Department	<b>Ada Lovelace Institute</b>
Job holder	<b>Vacant</b>	Reports to	<b>Senior Researcher, Algorithm Accountability</b>
Job type	<b>Fixed term, 12 months</b>	Date created/amended	<b>January 2021</b>
Job aim	The Ada Lovelace Institute hiring a researcher to join our Algorithm Accountability research pillar with an initial focus on a project involving AI research ethics.		
<b>Key responsibilities: <i>Including but not limited to</i></b>			
<b>1. Researching and drafting</b>			
	<ul style="list-style-type: none"> <li>▪ Conduct desk research, gathering information and analysing data across a variety of disciplines (including policy documents, academic literature, primary research, official data sets etc.)</li> <li>▪ Support primary research (qualitative) and public deliberation</li> <li>▪ Draft and edit papers, reports, literature reviews, and articles</li> <li>▪ Organise meetings and workshops</li> <li>▪ Draft and produce presentations and other media pieces.</li> <li>▪ Following established research ethics practices and procedures for data collection</li> <li>▪ Ensure the accuracy of factual statements made in all documents. Provide internal copy editing and proof-reading.</li> <li>▪ Develop policy and practice recommendations</li> </ul>		
<b>2. Communication and external relations</b>			
	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Develop working relationships with organisations and individuals relevant to the work of the Institute</li> <li>▪ Assist with organisation and effective delivery of communications and engagement activities.</li> <li>▪ Taking on opportunities to present Ada's work at events and meetings</li> </ul>		
<b>3. Other</b>			
	<ul style="list-style-type: none"> <li>▪ Drafting and editing papers, reports, blogs and other resources</li> <li>▪ Working with the comms and content team to define communications strategy and see outputs through from inception to publication</li> <li>▪ Engage with and support other projects across the Institute, including working with the Communications team, Director and Head of Research Partnerships</li> </ul>		

	<ul style="list-style-type: none"> <li>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.</li> </ul>
--	--

<b>Person specification</b>	Essential (E) or Desirable (D)
<b>Experience</b>	
Experience with social research techniques and excellent drafting skills (whether through experience or academic training)	E
Experience working in AI research at a private or public university, ideally with a strong background and understanding of the kinds of societal impacts and methodological challenges that AI research can raise	D
Experience of working in an public, academic or industry environment, such as international organisations, government agencies, think tanks or learned societies; or experience in tech companies or consultancies	D
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
<b>Knowledge and Skills</b>	
A keen and demonstrable interest in issues of AI and data ethics, responsible research and innovation and wider policy	E
A relevant degree or related qualification	D
Ability to work with a diverse range of stakeholders	E
Editorial, synthesis and analysis skills	E
Expertise in technical methods for assessing an algorithm	D
Qualitative interviewing and analysis skills	E
Workshop organisation and facilitation skills	D
Excellent project management skills	E
<b>Personal Qualities</b>	
A commitment to equality, diversity and inclusion	E
Flexible and creative, able to think outside the box	E



A collaborative approach to research and thinking, and a good team player	E
The ability to communicate research clearly	E