

JOB DESCRIPTION			
Job title	Public Engagement Researcher	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	Senior Researcher, Public Engagement
Job type	2 year Fixed Term Contract	Date created:	June 2021
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: Including but not limited to			
1. Research and public engagement			
	<ol style="list-style-type: none"> 1. 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.) 2. Work with the Senior Researcher and wider Public Engagement team to co-ordinate and deliver a 'Lived Experience Panel' as part of the community & public engagement for the Institute's health equalities programme, in partnership with the Health Foundation. 3. Support Ada's public engagement research (qualitative and quantitative) by contributing to desk research, methodology design, analysis and reporting. 4. Organise meetings, workshops and online events as part of Ada's stakeholder engagement and research communication and dissemination. 		
2. Drafting and presenting research			
	<ol style="list-style-type: none"> 5. Draft and edit papers, reports and articles to share Ada's research with our stakeholders and audience. 6. Draft and produce presentations and speeches. 7. Provide internal copy editing and proof-reading. 		
3. Communication and external relations			
	<ol style="list-style-type: none"> 8. Engage with, listen to, and communicate with people from historically underrepresented and marginalised communities, to amplify their voices and ensure their perspectives are considered by policymakers and technology developers. 9. Translate insights from research into influencing health care policy and technology use, design and development. 		

	10. Attend and co-ordinate external meetings on behalf of the Institute, to keep up-to-date with developments relating to potential, current and previous work and wider issues in the field of health, data and AI.
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4. Other	
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	11. Engage with and support other projects across the Institute, including working with the Communications team, Director, Head of Public Engagement and Head of Policy
	12. Feel comfortable working remotely/online over the next few months.
	13. 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 in influencing or researching health outcomes and/or background in engaging with marginalised or underserved groups (people from ethnic minority and Black backgrounds, LGBTIQI, 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 a range of community engagement/public engagement approaches and/or inclusive research techniques (whether through experience or training)	E
Experience of researching the relationship between technologies and data-driven systems, and inequalities.	D
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 and/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	D

Ability to analyse information and present it clearly in writing and in conversations/presentations.	D
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 when best works for you around our core hours – most of the team are online by 10am, but some prefer to start early and finish early. You'll start the day by checking in on Microsoft Teams and letting colleagues know what the day ahead holds. You'll read through your emails and messages, and check across news websites, Twitter, academic journals or similar to read the latest on the topics you're working on.

You'll spend some of your day in meetings or on calls – checking in with your line manager and other Ada colleagues to update on projects and plan tasks. You'll also do some outreach and share information with project stakeholders, peer organisations, or academics and researchers, and occasionally attend workshops and events on behalf of Ada. Depending on your projects, you might spend time coordinating commissioned researchers or Working Groups or interviewing data scientists or policy people for research.

You'll have daily interactions with your line manager and regular interaction with the wider Ada team, keeping them abreast of work underway, collaborating on strategy for a forthcoming output, or working together on a blog. 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 main focus of your time you'll spend designing and delivering public engagement and research initiatives. You might be working on 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 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, or scoping out how Ada might engage with the communities it most affects.