

JOB DESCRIPTION			
Job title	European Public Policy Lead	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	Associate Director, Policy
Job type	Fixed Term Contract – 18 months	Date created/amended	July 2021
Job aim	To lead and deliver Ada’s influencing draft EU AI Regulations, by developing Ada’s European presence, conducting stakeholder engagement, and deepening partnerships with civil society and third sector organisations, to support Ada’s broader mission to ensure data and AI work for people and society.		
Key responsibilities: Including but not limited to			
1. Strategic development and research management (10%)			
	<ul style="list-style-type: none"> ▪ Work with the Associate Director for Policy and Ada’s Legal Adviser to develop, inform and deliver Ada’s influencing strategy in Europe on the EU AI Regulations. ▪ Identify opportunities and interventions to mobilise Ada’s research and policy position ▪ Identify and manage partnerships and coalitions with civil society organisations, academic bodies, government agencies and industry. 		
2. Building domain expertise (20%)			
	<ul style="list-style-type: none"> • This individual will have the opportunity to become an expert in the content and evolution of the EU AI Regulations, working closely with Ada’s senior Legal Adviser. • Insight into political positioning and European debate, and responsible for sharing insight into Ada. 		
3. Communications and impact (15%)			
	<ul style="list-style-type: none"> ▪ Act as the interlocutor for Ada in Europe/Brussels. Exercise thought leadership and speak publicly on behalf of Ada in private and public forums. ▪ Draft and edit papers, briefings, reports, blogs and other resources. ▪ Work with the Communications and Impact team to define communications strategy for key priorities, and see outputs through from inception to publication. ▪ Document and communicate impact in policy domains. ▪ Evaluate success of influencing and identify lessons for strategy development to share with SLT and the wider team. 		
4. Strategic engagement, networking and advocacy (50%)			

	<ul style="list-style-type: none"> ▪ Develop and build trusted relationships with lawmakers, officials, diplomats, as well as relevant policy and NGO networks predominantly in Europe, but also internationally. ▪ Conceptualise, facilitate and attend meetings, workshops and events with a view to raising the profile of Ada’s research and achieving strategic impact. ▪ Sit on advisory groups, attend and contribute at standing meetings on behalf of Ada. ▪ Identify and develop strategic working relationships and formal and informal coalition building with organisations and individuals relevant to the work of the Institute. ▪ Organise and effectively deliver a range of advocacy activities.
5. Resource and people management (5%)	
	<ul style="list-style-type: none"> ▪ Line management of officers or consultants if necessary. ▪ Act as European expert within Ada, briefing researchers and building capacity across the team on relevant issues. ▪ In collaboration with the Senior Leadership Team, shepherd and execute funding, partnership and coalition agreements with external partners.

Person specification	Essential (E), Highly Desirable (HD) or Desirable (D)
Role Related Skills and Experience	
Experience of developing or influencing European politics/policy/legislation and detailed understanding of legislative process	E
Excellent communication skills and interpersonal relationships	E
Ability to get up to speed on novel technical issues	E
Excellent networks in Europe/Brussels	E
Experience working on issues of data, technology and AI policy/law and/or its impact on society	HD
Fluency in English (essential) with at least one other European language	HD
A relevant degree in communications, policy, politics, economics, public administration, law, sociology, technology or adjacent fields; or substantial professional experience.	D
Leadership and People Management	



Ability to work with a diverse range of stakeholders	E
Excellent project management and resourcing skills	E
Ability to produce and execute an ambitious but achievable agenda with high impact	E
Capacity to manage people, relationships and networks efficiently and with care	E
Experience in setting up collaborations involving multiple stakeholders	D
Experience with project or advocacy planning and coordination	D
Personal Qualities	
A willingness to continually learn and immerse oneself in the issues raised by the use of data and AI	E
A keen and demonstrable interest in issues of social, public and tech policy and law; AI and data ethics; responsible research and innovation; and wider tech policy issues	E
A commitment to equity, diversity and inclusion; a commitment to social and racial justice	E
Strategic and tactical thinker, with a good antenna for impact, able to spot opportunities, gaps and positioning	E
Ability to speak with a non-partisan voice, reflecting Ada's commitment to independence, diversity, pluralistic and evidence-based positions	E
Comfort working at pace and with a large degree of independence	E
A collaborative approach to research and thinking, and a good team player	E
A supportive people manager and teammate	E
Demonstrates the ability to communicate complex research topics clearly to a variety of different audiences	E