

| JOB DESCRIPTION | | | |
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| Job title | Senior Policy Adviser | Department | Ada Lovelace Institute |
| Job holder | Vacant | Reports to | Associate Director, Policy |
| Job type | Permanent | Date created/amended | July 2021 |
| Job aim | To influence policy and law related to data and AI, to support Ada’s mission to ensure data and AI work for people and society. To manage responsive policy projects, monitor the policy landscape, engage with senior stakeholders and work with researchers to develop policy lines. | | |
| Key responsibilities: Including but not limited to | | | |
| 1. Strategy and research (30%) | | | |
| | <ul style="list-style-type: none">▪ Work with the Associate Director for Policy and the Ada Senior Leadership team to develop, define and refine Ada’s policy interventions.▪ Conduct research, analysis and translation for policy audiences.▪ Leading Ada’s work on specific interventions, which might include running events, workshops, policy sprints, drafting commentary or responses, or policy research projects▪ Identify interventions, recommendations and opportunities to mobilise Ada’s research around current policy priorities.▪ Oversee the work of researchers, external collaborators, and consultants▪ Identify and manage partnerships and coalitions with civil society organisations, academic bodies, government agencies and industry.▪ Evaluate success of influencing and identify lessons for strategy development and wider team. | | |
| 2. Building policy expertise and influence (30%) | | | |
| | <ul style="list-style-type: none">• Manage policy research projects, including identifying short-term/tactical projects as well as longer-term work that focuses on selective and deep policy interventions.• Build and maintain relationships with key decision makers.• Supporting policy influencing across the organisation, working with researchers and senior researchers.• Participating in/leading on consultation processes, ensuring sociotechnical and public perspectives are used to shape policy at an early stage.• Leading policy priority interventions will be subject to discussions between the SPR and the Policy AD. | | |
| 3. Communications and impact (15%) | | | |
| | <ul style="list-style-type: none">▪ Draft and edit papers, briefings, reports, blogs and other resources | | |

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| | <ul style="list-style-type: none"> ▪ Work with the Comms and impact team to define communications strategy for key priorities, and see outputs through from inception to publication ▪ Working with the Nuffield public affairs lead ▪ Exercise thought leadership and speak publicly on behalf of Ada in private and public forums. ▪ Evaluate success of influencing and identify lessons for strategy development and wider team ▪ Document and communicate impact in policy domains |
| 4. Strategic engagement and networking (20%) | |
| | <ul style="list-style-type: none"> ▪ Ongoing engagement with senior figures in UK Government departments (DCMS, CDEI, CDDO Cabinet Office, GDS) and regulators, monitoring major policy developments and briefing the team on key developments. ▪ 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 with organisations and individuals relevant to the work of the Institute ▪ Organise and effectively deliver a range of engagement activities |
| 5. Resource and people management (5%) | |
| | <ul style="list-style-type: none"> ▪ Project manage other members of the team working across assigned substantive domains, including members of the Senior Leadership Team and Researchers working on projects falling within the Senior Researcher's remit ▪ Line management of up to two officers or consultants. ▪ Act as policy lead to collaborate with Senior Researchers and Researchers to help develop policy lines and influence. ▪ In collaboration with the Senior Leadership Team, shepherd and execute funding and partnership agreements with external partners |

| Person specification | Essential (E) or Desirable (D) |
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| Role Related Skills and Experience | |
| Experience of policy development or analysis and excellent drafting skills | E |
| Experience working on issues of data and AI policy and/or its impact on society | E |
| Excellent editorial, synthesis and analysis skills | E |

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| Experience working in a policy environment (Government agencies, regulators, public sector, independent bodies, political parties) or experience influencing policy or law (from industry, charitable or civil society organisations, international non-governmental organisations (NGOs), think tanks or learned societies). | E |
| Experience of writing on complex topics for a different audience, including general ones | D |
| Experience of methodological and theoretical foundations and experience doing policy or legal analysis, fieldwork, research or data collection at the intersection of technology and society | D |
| A relevant degree in policy, politics, economics, public administration, law, 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; 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 thinking, with a good political antenna, able to spot opportunities, gaps and positioning, weighing short-term and long-term ambitions for the organisation | E |
| Flexible and creative, able to think outside the box | E |
| A collaborative approach to research and thinking, and a good team player | E |
| A supportive people manager and teammate | E |

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| Demonstrates the ability to communicate complex research topics clearly to a variety of different audiences | E |
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A day in the life of a Senior Policy Adviser

Most of the team are online by 9.30/10am, 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 a weekly check in with your line manager and any direct reports, 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. You'll have regular interactions with our Comms team, keeping them abreast of work underway, collaborating on influencing strategy for a forthcoming output, or working together on an output.

The other half of your day you'll spend reading and writing. It might be that you're writing commentary on a draft data strategy, finalising an output on the AI Strategy, running workshops to develop analysis and policy lines, or drafting a briefing to share with parliamentarians. You'll spend some time reading recent news articles, dipping into Twitter and catching up on important policy literature and commentary in our field.

You might wrap up the day by doing some thinking – about new projects Ada should conceive, new funding opportunities, or new partnerships we might pursue.