Nuffield Foundation

JOB DESCRIPTION			
Job title	**Researcher: AI & Genomics Futures**	Department	**Ada Lovelace Institute**
Job holder	**Vacant**	Reports to	**Associate Director, Research Partnerships**
Job type	**Fixed term, 24 months**	Date created/amended	**July 2021**
Job aim	The Researcher: AI & Genomics Futures will work on a horizon scanning / futures project exploring the intersection of AI and genomics, including the ethical and policy challenges that may arise.		

Key responsibilities: Including but not limited to

1. Strategic Engagement and Project Management

- Working with the Associate Director of Research Partnerships and Nuffield Council on Bioethics, to organise and manage a cross-institutional, multi-phased futures project involving a variety of research methods and stakeholders.
- Organise and lead regular meetings with the core project group, keeping track of progress and key actions using project management tools and methods.
- Identify and develop strategic working relationships with organisations and individuals relevant to the project.
- Develop and manage a project advisory committee and a list of workshop participants.
- Organise and effectively deliver futures workshops and events as required for different phases of the project.

2. Researching and drafting

- Carry out a variety of research and drafting tasks as necessary for the project, including conducting desk research and qualitative interviews with key experts.
- Based on that evidence, develop, plan, and execute a series of scenario building exercises and workshops with experts on AI and genomics that have been identified.
- Draft and edit blog posts, reports, literature reviews, articles, presentations and other media pieces.
- Follow established research ethics practices and procedures for data collection
- Prepare documents for publication, and provide internal copy editing and proof-reading.
- Work with advisory committee and project stakeholders to develop policy and practice recommendations.

	▪ Ensure the accuracy of factual statements made in all documents. Provide internal copy editing and proof-reading.
3. Communication and impact	
	▪ Identify key stakeholders who this project can influence. Develop a strategic plan for how to achieve impact with key stakeholders.
	▪ 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 and genomics.
	▪ Develop working relationships with organisations and individuals relevant to the work of the Institute.
	▪ Present Ada's work at events and meetings.
	▪ Working with the comms and content team to define communications strategy and see outputs through from inception to publication.
4. Other	
	▪ Engage with and support other projects across the Institute, including working with the Communications team, Director and Associate Director of Research Partnerships
	▪ 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 futures methodologies, including scenario building exercises and participatory futures.	E
Experience with drafting literature reviews and qualitative interviewing analysis techniques.	E
Experience working in a public, academic or industry environment related to the fields of AI and/or genomics. Experience and awareness of the fields of AI, machine learning, or genomics, and the ethics landscapes in each field.	D
Experience of writing on complex topics for a general audience	D
Experience in setting up and managing research collaborations or projects involving multiple stakeholders	D
Knowledge and Skills	
A keen and demonstrable interest in issues of AI and genomics, both in the research and commercial sectors.	D
A relevant degree or qualification relevant to the fields of AI, genomics, futures, ethics, or other related field.	D
Ability to work with a diverse range of stakeholders	E
Excellent drafting, editorial, synthesis and analysis skills	E
Expertise in futures oriented methodologies, public deliberation, and facilitation.	E
Qualitative interviewing and analysis skills	E
Workshop organisation and facilitation skills	E
Excellent project management skills, particularly with multistakeholder initiatives.	E
Personal Qualities	
A commitment to equality, diversity and inclusion	E
Flexible and creative with a mindset for achieving maximum impact	E
A collaborative approach to research and thinking, and a good team player	E
The ability to communicate clearly	E

A day in the life of a Researcher

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 (and some email, of course) – doing outreach, consulting fellow coworkers, 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 reading and writing. It might be that you're writing a report on a recently finished piece of research, such as a public deliberation initiative or an ethnographic study. 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. 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.