JOB DESCRIPTION

Job title	Public Participation & Research Lead	Department	Ada Lovelace Institute
Job holder		Reports to	Associate Director, Impact & Research Practice
Job type	Permanent	Date created:	November 2022
Job aim	To lead Public Participation & Research (PPR) work at the Ada Lovelace Institute, developing, delivering and overseeing the institute's PPR strategy, projects and team.		

Key responsibilities: Including but not limited to

1. Public perspectives and participatory research leadership and responsibility

1. To Lead PPR for the Ada Lovelace Institute, designing, delivering and overseeing rigorous and innovative PPR practices and projects, including, methods such as: deliberative dialogue; participatory and peer-led research; surveys and polls; qualitative social science approaches.
2. Develop and embed Ada's PPR strategy and hold responsibility and oversight for all PPR projects across Ada's research directorates.
3. Act as a figurehead for PPR at Ada, providing thought leadership related to PPR topics and methods internally at Ada and externally across relevant research, policy and industry networks.
4. Provide relevant methodological and subject matter expertise for Ada colleagues and across projects, including (but not limited to) topics such as: public attitudes towards data and AI; trustworthy data and AI; public and citizen participation in technology practices; science and technology studies.

2. Project and team management

1. Manage Ada's PPR team (currently comprising of a Researcher, with proposed Senior Researcher), overseeing their projects and workload and ensuring their wellbeing and professional development. This includes direct line-management of at least one role.
2. Manage the delivery of all projects led or supported by the PPR team, overseeing timelines, objectives, deliverables, budget and PPR team capacity.
3. Oversee the recruitment and commissioning of research consultants and agencies, such as polling agencies, public dialogue specialists, workshop facilitators and more, ensuring invoices and contracts are dealt with (working with finance and operations colleagues as required).
4. Regularly liaise with Ada's Senior Leadership team, Comms, Policy and Public Affairs teams regarding projects, outputs and impacts.

3. Research development and delivery

1. Directly design and lead the delivery of PPR projects, working in collaboration with the PPR team, other Ada colleagues and occasionally independently (e.g. a major survey on public

	attitudes to AI; public deliberation on biometrics regulation; mixed-methods research on public participation in the tech sector).
	2. Develop, scope and establish future PPR projects at Ada, securing partnerships and funding where appropriate.
	3. Maintain topic and methodological expertise by keeping up-to-date with literature and developments across relevant disciplines and fields.

4. Communication, outputs and impact

	1. Draft and edit papers, reports and articles to share Ada's research with our stakeholders and audience, and draft and give presentations on Ada's PPR work and research topics.
	2. Oversee all Ada PPR outputs by working closely with the PPR researchers, Ada's comms team and providing structural editing and proofreading, externalisation and impact tracking.
	3. Translate insights from research into influencing UK and EU tech policy and practice, through producing outputs and attending external meetings and roundtables.
	4. Share Ada's PPR research and experience by attending external advisory/oversight boards, meetings, conference panels etc.

5. Other

	1. Provide input on Ada's organisational and strategic development, working closely with the Senior Leadership team, Senior Researchers and Leads.
	2. Contribute to the development of research methods and research design across the organisation.
	3. Engage with and connect across the Nuffield Foundation and its centres (the Nuffield Council on Bioethics and the Family Justice Observatory) on topics related to PPR.
	4. Embed meaningful engagement with people from historically underrepresented and marginalised communities in Ada through our PPR work, to amplify their voices and ensure their perspectives are considered by policymakers and technology developers.
	5. Feel comfortable working in a hybrid setting, with a mix of in-office and at-home working.

Person specification	Essential (E) or Desirable (D)
Experience	
Track record of leading research projects using a range of methods relating to public attitudes and participatory research	E
Experience of researching people's experiences of and perceptions of AI and data-driven technologies in an academic, policy or civil society setting	E
Track record of leading, commissioning and managing major and multiple research projects research	E
Experience of line managing members of staff	E

Track record of writing accessibly, expertly and impactfully on complex topics for both expert and general audiences	E
Experience in engaging and working with marginalised or minoritised groups. (This may include professional and/or lived experience.)	D
Experience engaging and managing relationships with external stakeholders, professional contacts, community groups, etc at a mid to senior level	E
Experience managing project budgets	D
Experience of developing and implementing organisational or programme strategy	D
Knowledge, skills and qualifications	
Deep subject-matter expertise relating to relationships between technology people and society	E
Established methodological expertise relating to one or more of: survey design; deliberation and mini-publics; participatory research; peer-led research; qualitative social science. (Plus general PPR methods knowledge)	E
An undergraduate and / or postgraduate degree in a relevant discipline (sociology, anthropology, science and technology studies, political science, philosophy etc.)	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 and compellingly 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 clearly and expertly	E
Approaches research and project management in an organised and structured way	D
A caring, mentoring and coaching approach to team management	D