



<b>JOB DESCRIPTION</b>			
Job title	<b>Senior Researcher</b>	Department	<b>Ada Lovelace Institute</b>
Job holder	<b>Vacant</b>	Reports to	<b>Associate Director, Emerging Technology and Industry Practice</b>
Job type	<b>Permanent</b>	Date created	<b>March 2023</b>
Job aim	To design, develop and oversee research projects at the Ada Lovelace Institute initially within the Emerging Technology and Industry Practice Research Directorate. To manage other researchers and interface with key stakeholders, while developing and contributing substantive expertise on industry practices aimed at creating more accountability over technology and the ethical and legal risks of emerging technologies.		
<b>Key responsibilities: Including but not limited to</b>			
<b>1. Strategic development and research management</b>			
	<ul style="list-style-type: none"><li>▪ Develop and lead research projects aimed at supporting the Emerging Technology &amp; Industry Practice research directorate.</li><li>▪ Support the growth and development of Ada's organisational strategy and Emerging Technology &amp; Industry Practice research directorate strategy.</li><li>▪ Conduct research with a high-degree of autonomy and independence, while also demonstrating the ability to work collaboratively with other teammates including fellow researchers and members of cross-functional teams like comms, policy, and public affairs.</li><li>▪ Regularly update management and team on work milestones, progress, and reach out proactively to address any challenges or problems encountered</li><li>▪ Conduct research analysis and translation for policy and regulatory audiences, writing in different ways that are tailored to the audience in question.</li><li>▪ Identify interventions, recommendations and opportunities to mobilise Ada's research around current emerging technology and industry practice priorities.</li><li>▪ Oversee the work of junior researchers, external collaborators, and consultants, providing constructive feedback</li><li>▪ Identify and manage partnerships and coalitions with civil society organisations, academic bodies, government agencies, and industry.</li><li>▪ Evaluate success of influencing and identify lessons for strategy development and wider team.</li></ul>		
<b>2. Building domain expertise</b>			



	<ul style="list-style-type: none"><li>• Develop expertise and relationships on issues related to technology industry practices and emerging technology areas.</li><li>• Design, develop, and manage complex research projects from conception to impact. This will include occasional responsive or short-term work as well as multi-year projects.</li><li>• To build and maintain relationships with key decision makers, public sector bodies, academics, third sector and industry.</li><li>• To connect across the organisation, identifying links in particular with other Directorates</li><li>• To participate/lead on relevant policy-facing work, ensuring sociotechnical and public perspectives are used to shape policy and practice at an early stage.</li></ul>
<b>3. Communications</b>	
	<ul style="list-style-type: none"><li>▪ Draft and edit papers, briefings, reports, blogs and other resources for different audiences, including industry practitioners, local government authorities, regulators, policymakers, civil society organisations, and academic experts.</li><li>▪ Work with the comms and content team to define communications strategy for key priorities, and see outputs through from inception to publication</li><li>▪ Exercise thought leadership and speak publicly on behalf of Ada in private and public forums.</li></ul>
<b>4. Strategic engagement and networking</b>	
	<ul style="list-style-type: none"><li>▪ Build trusted relationships with relevant industry actors and organisations, civil society organisations, academics, and policymakers in the UK and internationally.</li><li>▪ Conceptualise, facilitate and attend meetings, workshops and events with a view to raising the profile of Ada’s research and achieving strategic impact</li><li>▪ Sit on advisory groups, attend and contribute at standing meetings on behalf of Ada</li><li>▪ Identify and develop strategic working relationships with organisations and individuals relevant to the work of the Institute</li><li>▪ Organise and effectively deliver a range of engagement activities</li></ul>
<b>5. Resource and people management</b>	
	<ul style="list-style-type: none"><li>▪ Line management of up to two staff members or consultants, providing career mentorship and project oversight.</li><li>▪ 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</li><li>▪ In collaboration with the Senior Leadership Team, shepherd and execute funding and partnership agreements with external partners</li></ul>



Person specification	Essential (E) or Desirable (D)
<b>Role Related Skills and Experience</b>	
Demonstrable experience of excellent research design, delivery and management skills, developing appropriate research questions, an ethical and practical research method, and overseeing research milestones that are met in a timely manner to a high standard of quality and rigour.	E
Demonstrable technical experience of AI or data science concepts, being able to understand these concepts and explain them to non-technical audiences.	E
Specialised experience working on responsible AI practice, internal industry ethics initiatives, or monitoring/analysing emerging AI and data-driven technologies.	E
Excellent drafting, editorial, synthesis and analysis skills	E
Comfortable identifying routes for impact for Ada’s work in accordance with Ada’s impact framework, including how to shape policy and practice with different stakeholders.	E
Excellent at closely supervising and constructively reviewing the work of others	E
Experience working in industry, charitable or civil society organisations, international non-governmental organisations (NGOs), think tanks or learned societies	D
Experience of doing qualitative or quantitative research or service delivery at the intersection of technology and society	D
<b>Leadership and People Management</b>	
Ability to work with a diverse range of stakeholders in a collaborative way, making sure to treat external partners with respect and being highly communicative and responsive to partner needs.	E
Excellent project management, planning and resourcing skills	E
Supports the development of impact measurement and impact case studies	E



Ability to produce and execute an ambitious but achievable agenda with high impact, demonstrating the capability to design research with a strategy for how to shape and impact industry practices or policy	E
Capacity to manage external collaborations, research partners, relationships and networks efficiently and with care	E
Has some people management experience, or experience of managing the performance of others.	D
<b>Personal Qualities</b>	
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 antenna for impact, able to spot opportunities, gaps and positioning, weighing short-term and long-term ambitions for the organisation	E
Takes an active role in contributing to Ada's internal culture development and organisational growth	E
Works collaboratively with other teammates, including fellow researchers and members of cross-functional teams like comms, policy, and public affairs.	E
Regularly updates management and team on their work milestones, progress, and reaches out proactively to address any challenges or problems they may encounter.	E
Regularly seeks constructive feedback from other team members.	E
Ability to communicate complex topics and research clearly to a range of audiences through a range of media, works with the Comms Team to support the development of outputs, communications plans and materials.	E
Acts as a trusted ambassador for Ada's mission, vision and work to external conferences, organisations, events without extensive oversight	E



## **A day in the life of an Ada Senior Researcher**

You will start your day whenever you like – most of the team are online by 9.30am, but some prefer to start early and finish early, or have a later day. 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 DSIT, consultants, commissioned researchers or working groups; interviewing data scientists or policy people for research, or speaking to the occasional journalist.

You will find team updates and chats on our Teams Channels, and meeting notes and how-to guides in our Notion page. Depending on the day, you might join a team-wide meeting to hear project updates or discuss organisational policies. Also depending on the day, you might have a regular 1:1 meeting with your manager to check in on your wellbeing, raise any challenges or obstacles with your project, and discuss career advancement and growth opportunities. You'll have regular interactions with our policy, public affairs, and communications teams, 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 undertaking in-depth research on a topic, co-facilitating a public deliberation on acceptable use of data, editing a draft, or undertaking some responsive commentary. You might have projects that are highly outward-facing, convening experts around a project, or you might have a week offline to write a report. 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 initiatives Ada should engage with, new projects Ada should conceive, or some writing based on your findings that week.