

JOB DESCRIPTION			
Job title	Researcher	Department	Ada Lovelace Institute
Job holder		Reports to	Senior Researcher
Job type	2 year fixed term contract	Date amended	June 2023
Job aim	To provide generalist research support across a range of Ada’s research projects. The role will be based in one of Ada’s research directorates best fitting their skill set and research interests but will also work collaboratively across the organisation.		
Key responsibilities: <i>Including but not limited to</i>			
1. Researching and drafting			
	<ul style="list-style-type: none"> ▪ Conduct desk research, gathering information and analysing data across a variety of disciplines (including policy documents, academic literature, primary research, official data sets etc.) ▪ Support primary research (qualitative) and public deliberation ▪ Manage and progress projects through a project management process, ensuring they are delivered to specification, time and budget; and keeping colleagues informed on progress and issues ▪ Draft and edit papers, reports, literature reviews, and articles ▪ Organise meetings and workshops ▪ Draft and produce presentations and other media pieces. ▪ Following established research ethics practices and procedures for data collection ▪ Ensure the accuracy of factual statements made in all documents. Provide internal copy editing and proof-reading. ▪ Develop policy and practice recommendations 		
2. Communication and external relations			
	<ul style="list-style-type: none"> ▪ 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. ▪ Develop working relationships with organisations and individuals relevant to the work of the Institute ▪ Assist with organisation and effective delivery of communications and engagement activities. ▪ Taking on opportunities to present Ada’s work at events and meetings 		
3. Other			
	<ul style="list-style-type: none"> ▪ Drafting and editing papers, reports, blogs and other resources ▪ Working with the communications and content team to define communications strategy and see outputs through from inception to publication 		



- | | |
|--|--|
| | <ul style="list-style-type: none">▪ Supports the development of impact measurement and impact case studies▪ Engage with and support other projects across the Institute, including working with Research Practice team as well as across other Directorates.▪ 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.▪ Contribute to the culture and community of the Institute. |
|--|--|

Person specification	Essential (E) or Desirable (D)
Experience	
Excellent generalist qualitative or quantitative research experience, with some domain experience depending on the focus of the role	E
Experience with research planning and coordination, working with committees or working groups	E
Experience in policy research or legal analysis, with a particular focus on the UK tech sector	D
Experience in setting up research collaborations involving multiple stakeholders	D
Abilities, Knowledge and Skills	
Excellent project management/planning and time management skills, with experience using project management tools and methods to set and achieve project milestones	E
A demonstrable interest in issues of AI and data ethics, responsible research and innovation and wider policy	E
An understanding of the kinds of societal impacts and methodological challenges that AI research can raise	E
Ability to communicate to a wide and diverse range of audiences, including editorial and synthesis abilities	E
Ability to think strategically about how research can have impact on policy and/or practice of key stakeholders	E
Expertise in technical methods for assessing an algorithm	D
Personal Qualities	
Works collaboratively with other teammates, including fellow researchers and members of cross-functional teams like comms, policy, and public affairs, lending support where required	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
A commitment to equality, diversity and inclusion	E
Flexible and creative, able to think outside the box	E
Ability to work with a diverse range of stakeholders in a collaborative way, making sure to treat internal and external partners with respect and being highly communicative and responsive to partner needs	E