

<b>JOB DESCRIPTION</b>			
Job title	<b>Researcher (EU Public Policy)</b>	Department	<b>Ada Lovelace Institute</b>
Job holder		Reports to	<b>Senior Researcher / Policy Lead</b>
Job type	<b>2 year fixed-term contract</b>	Date created	<b>April 2024</b>
Job aim	<p>To provide tailored research support across a range of Ada's EU policy projects. The role will be based in Ada's Law and Policy Directorate, which considers how the interests of people and society are met by AI regulation, but will also work collaboratively across the organisation.</p> <p>Current projects focus on (systemic) risk assessment and mitigation, AI value chain governance, AI liability and comparative governance.</p>		
<b>Key responsibilities: <i>Including but not limited to</i></b>			
<b>1. Researching and drafting</b>			
	<ul style="list-style-type: none"> <li>▪ Conduct desk research, gathering information and analysing data across a variety of disciplines (including policy documents, academic literature, primary research, official data sets etc.)</li> <li>▪ Support primary research (qualitative) and public deliberation</li> <li>▪ Draft and edit papers, reports, literature reviews, and articles</li> <li>▪ Organise meetings and workshops</li> <li>▪ Draft and produce presentations and other media pieces.</li> <li>▪ Following established research ethics practices and procedures for data collection</li> <li>▪ Ensure the accuracy of factual statements made in all documents. Provide internal copy editing and proof-reading.</li> <li>▪ Develop policy and practice recommendations</li> </ul>		
<b>2. Communication and external relations</b>			
	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Develop working relationships with organisations and individuals relevant to the work of the Institute</li> <li>▪ Assist with organisation and effective delivery of communications and engagement activities.</li> <li>▪ Taking on opportunities to present Ada's work at events and meetings</li> </ul>		

<b>3. Other</b>	
	<ul style="list-style-type: none"> <li>▪ Drafting and editing papers, reports, blogs and other resources</li> <li>▪ Conduct daily monitoring to stay abreast of latest AI and policy developments, and share proactively with relevant team members</li> <li>▪ Working with the comms and content team to define communications strategy and see outputs through from inception to publication</li> <li>▪ Supports the development of impact measurement and impact case studies</li> <li>▪ Engage with and support other projects across the Institute, including working with the Communications team,</li> <li>▪ Flexibility will be required to travel to and from London/Brussels as needed to support the team's objectives</li> <li>▪ 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.</li> </ul>

<b>Person specification</b>	Essential (E) or Desirable (D)
<b>Experience</b>	
Generalist qualitative or quantitative research experience, with some domain experience depending on the focus of the role	E
Experience of working in a public, academic or industry environment, such as international organisations, government agencies, think tanks or learned societies; or experience in tech companies or consultancies	E
Experience working in AI research, ideally with a strong background and understanding of the kinds of societal impacts and methodological challenges that AI research can raise	D
Experience providing effective operational support to other team members, including providing research support and administrative support on one or several research projects	D
Experience of writing on complex topics for a general audience	D
Experience in setting up research collaborations involving multiple stakeholders	D
Experience with research planning and coordination, working with committees or working groups	D
<b>Knowledge and Skills</b>	
Excellent project management/planning and time management skills, with experience using project management tools and methods to set and achieve project milestones	E

Ability to get up to speed on novel technical issues related to AI, including data ethics, responsible research and innovation and wider policy	E
Ability to communicate research clearly to a range of audiences through a range of media (using English)	E
Editorial, synthesis and analysis skills	E
Qualitative interviewing and analysis skills	E
Expertise in AI governance or EU digital policy	E
Expertise in technical methods for AI accountability (auditing, evaluation etc.)	D
Workshop organisation and facilitation skills	D
<b>Personal Qualities</b>	
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
A commitment to equality, diversity and inclusion	E
Strategic and tactical thinker, with a good antenna for impact, able to spot opportunities, gaps and positioning	E
The ability to communicate research clearly	E
Ability to build relationships and work with a diverse range of stakeholders in a collaborative way (particularly the EU context), making sure to treat external partners with respect and being highly communicative and responsive to partner needs	E